



SHERBORNE SCHOOLS GROUP

In July 2024, the two charitable trusts that own Sherborne Boys, Sherborne Girls, Sherborne Prep and Hanford, formally merged into one charity called the Sherborne Schools Group – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education.

The Finance team work together and are based both at Sherborne Boys and Sherborne Girls.

Job Description for Finance Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	The Finance Manager will be primarily responsible for managing the Sherborne Schools Group (SSG) insurance portfolio, the management and operation of credit control for the billing and sales ledgers and the procurement processes as well as implementing financial compliance procedures and training to ensure that the Group complies with financial regulatory requirements.
Responsible to:	Assistant Directors of Finance
Main Duties and Responsibilities:	<p><u>Insurance</u></p> <ul style="list-style-type: none">• Ensuring the Group complies with UK legal and regulatory requirements;• Ensuring compliance with Group policy and procedure relating to insurance;• Managing the maintenance and integrity of data held and disclosed;• Ensuring that effective procedures are in place for incident investigation and resolution;

- Analysing claims and deciding whether they are covered by the Group's policies;
- Investigating claims with the appropriate service areas and be able to collate all relevant information and documentation;
- Ensuring that all necessary information is provided to claims handlers in a timely manner;
- Being able to determine the correct liability decisions required and driving claims to settlement and challenging decisions made by external parties;
- Making recommendations to the COO/Director of Finance/Assistant Directors of Finance for the settlement of claims;
- Informing claimants if claims are accepted and how they will be processed;
- Organising payments to claimants and/or administering the repair or replacement of lost items;
- Responsibility for liaising with other School staff to ensure compliance with insurance requirements;
- Responsibility for arranging for the physical inspection of Group assets by representatives of the insurance company, where appropriate;
- Responsibility for advising the COO/Assistant Directors of Finance on any changes to the type of insurance cover held;
- Responsibility for overseeing the implementation of any changes to the Group's insurance policies;
- Managing long term claims and reassessing them regularly;
- Making sure all enquiries and payments are dealt with on a timely basis;
- Maintaining detailed records and archive systems and recommending and implementing changes as and when required, in accordance with departmental procedures and policies, as well as statutory requirements;
- Advise the Billing Administrators of all pupil policy insurance premiums to be charged to pupil bills; and
- Administration of pupil insurances policies, including claims where appropriate.

Credit Control

- Managing the credit control function;
- Managing the effective collection of outstanding debt including chasing debts by email, mail or telephone to reduce debtor days;
- Managing relationships with parents and other debtors, in order to reduce exposure to potential bad debts;
- Liaising with other members of staff to resolve outstanding queries as quickly and efficiently as possible;
- Implementation and maintenance of a set of comprehensive Credit Risk Policies and Procedures;
- Identifying debts to be passed over to debt collection agencies, providing all necessary information to do so, and liaising over progress made;
- Assessing the effectiveness of agencies used;
- Introducing and evolving effective reporting and assessment tools to minimise risk and proactively identify problem areas; and

- Reporting to the COO/ Assistant Directors of Finance regularly on outstanding accounts/status.

Procurement

- Liaising with Directors, Heads of Department and budget holders over requirements, including forecasts where possible;
- Conduct research to source the best products and suppliers in terms of best value, delivery dates and quality;
- Run tenders, evaluate bids and make recommendations, based on commercial and technical factors;
- Negotiate and agree contracts, monitoring the quality of service/products provided;
- Maintain contract files and use them as reference for the future;
- Build and maintain good relationships with new and existing suppliers;
- Develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded;
- Develop and implement a procurement strategy and underlying processes;
- Ensure all procurement processes are followed and accurately recorded;
- Undertake value for money reviews of existing contracts and arrangements;
- Ensure the security and sustainability of sources of essential products and services;
- Forecast price trends and their impact on future activities;
- Analyse data and produce reports and statistics on spending and saving;
- Ensure suppliers are aware of business objectives where relevant;
- Attend meetings and trade conferences;
- Keep up to date with trends and innovations, regulation and new technology that can impact on the Group.

Other

- To undertake other clerical duties including scanning and filing as required.
- To work as part of the Finance Team to ensure tasks are carried out to meet deadlines.
- To receive, and respond appropriately to, telephone calls.
- To undertake additional tasks to provide cover for other finance staff when absent through sickness or holiday.
- These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the COO, Assistant Directors of Finance and any other senior members of staff as can be reasonably expected.

Person Specification		
	Essential	Desirable
Qualifications and Experience	<p>Experience of computerised accounting systems. Sherborne Schools Group uses PASS which is a School specific accounting application and experience of this system would be an advantage.</p> <p>Practical experience in anti-Money Laundering regulations.</p> <p>Excellent level of education including GCSE or equivalent in Maths and English</p>	An accounts qualification such as AAT would be an advantage.
Skills and Abilities	<p>Excellent numeracy skills and accuracy.</p> <p>Excellent written and verbal communication skills.</p> <p>Sound knowledge of Microsoft Packages</p> <p>Analytical skills including problem solving, data analysis and good attention to detail.</p> <p>Work management skills - time and workload and management, the ability to work under pressure and to tight deadlines.</p> <p>Excellent organisational skills - managing resources effectively and the ability to operate within operational parameters.</p> <p>Confidence and the ability to make judgements and decisions in accordance with School policies</p>	
Personal Attributes	<p>Excellent interpersonal skills and the ability to work as part of a team as well as individually.</p> <p>Confidentiality and discretion.</p> <p>Outcome motivated, self-motivated, flexible and enthusiastic.</p>	

Additional Information

Salary: £35,000 - £37,000

Hours of work: 37.5 hours per week. This a year-round role.

Location: Sherborne Girls. However, you will be required to work around the Groups sites on occasion.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Membership of the School library
- Free onsite parking
- Free lunches provided during term time
- 5 weeks holiday per annum plus public holidays

Application Process:

- The closing date for applications: 9am, Tuesday 27 May 2025
- Interviews will take place on Thursday 5 June 2025