



The Abbey

The independent school for girls aged 3-18.

Job Description

Job Title: Finance Manager

Reports To: Finance Director

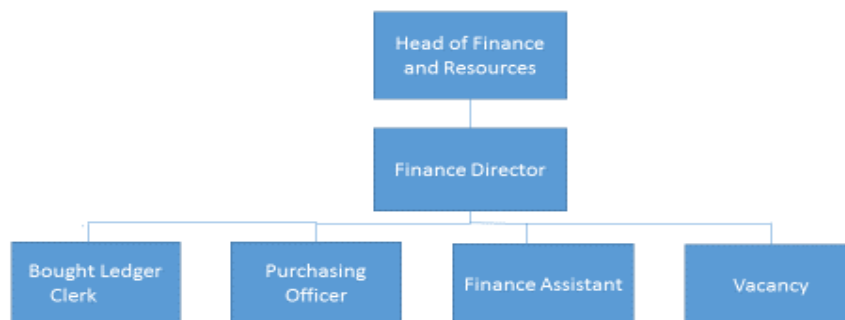
OVERALL JOB PURPOSE

To support the Finance Director in achieving efficient and effective Financial Management of the school.

DIMENSIONS

Full time, 37,5 hours per week. Part Time working will be considered. .

ORGANISATION STRUCTURE





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PRINCIPAL RESPONSIBILITIES

Reporting

With good financial modelling skills, you will set up and maintain programs and systems that enhance the existing management and production of financial data – period reporting, cash flow, budgeting, etc. This will sit alongside, and draw on, the existing accounting software.

- Design and create financial models and reports
- Produce, maintain, review, improve as necessary, reports arising
- Assist in budgeting
- Assist in financial planning for projects

Payroll

A key part of the job will be to act as payroll co-ordinator. The monthly payroll for 350 employees will be run by an external agency, but this role carries the responsibility for gathering all the variable monthly data (starters, leavers, overtime, etc), transmitting it to the external agency, liaising as necessary to ensure accurate and timely processing, and dealing with in-house payroll matters and queries arising.

- Gather monthly variable payroll data (incl. sickness, maternity pay, unpaid holiday, bonuses etc.)
- Liaise with external payroll agency
- Monitor payroll data returned from external payroll agency
- Act as first point of contact for all payroll queries from employees
- Assist in annual payroll tasks (pay review, HMRC, Teachers' Pensions, etc.)
- Ensure the smooth and accurate running of payroll processes
- Maintain regular communication and cooperation with other departments
- Monitor payroll schedules and deadlines
- Be aware of changes in legislation and provide updates and support to internal teams as appropriate
- You will maintain the School's PASS System, to support the day-to-day finance requirements

Financial Accounting

Assist with ensuring the integrity of all accounting records (Payroll, Fees, Purchases, Fixed Assets, Nominal Ledger, Cash Books, etc). In addition:



17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk
www.theabbey.co.uk

Company Limited by Guarantee. Registered in England No 133676.
Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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- Oversight and management of cash flow
- Debt collection
- Other ad hoc exercises

Knowledge, Skills and Experience

- Excellent financial modelling skills
- Qualified or part qualified accountant ACA/ACCA/CIMA
- Initiative and drive with an analytical approach
- Highly competent in use of Excel
- Good interpersonal skills
- Excellent organisational and administrative skills
- An eye for detail
- A proven track record of producing accurate and reliable work to deadlines
- Payroll experience

Salary and Benefits

- Salary is dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled following 3 months of employment.
- Lunch is provided.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Parking is normally available, but not guaranteed.

Safeguarding

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and as an employee of The Abbey you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within the Abbey School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation

For more information on our lively and well-resourced school and for a full job description, and the application form, please visit our website: www.theabbey.co.uk



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To apply for this position, please complete an application form in full and then send this with your full CV and covering letter, by email, to: recruitment@theabbey.co.uk

Interviews to be held week commencing 25 February 2019.

For enquiries please contact: recruitment@theabbey.co.uk

Closing date: 22 February 2019 (midnight)

INTERVIEWS WILL ONLY BE ARRANGED FOLLOWING RECEIPT OF A COMPLETED APPLICATION FORM.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.



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