



OUR LADY'S



Finance Manager

Job Description and Person Specification

FINANCE MANAGER

Line Manager:	Headmaster
Pay Scale:	SCP 20 – 24, £46,731- £52,805 (depending on qualifications and experience)
Working Hours:	up to 40 hours per week
Holiday:	Generous holiday allowance offered

PURPOSE OF JOB

The position of Finance Manager is pivotal within the Nursery and School, providing comprehensive financial and accounting support, from setting policy and managing resources to overseeing all aspects of financial administration and delivery. You will need to have a deep understanding of financial management, budgeting and accounting principles, as well as the ability to communicate effectively with the Board of Trustees and other and external agencies. Day to day, you'll play a key role in shaping our financial strategy by working closely with the Trustees, Headmaster and Senior Leadership Team.

This is a demanding post, so the Finance Manager will need to be an experienced and dynamic finance professional seeking a rewarding role where their expertise can truly make a difference.

Proficiency in monthly management accounting, budgeting, financial forecasting and cash flow monitoring will also be essential. It is desirable that you have experience beyond technical skills, as we're looking for someone who excels at stakeholder liaison, and is able to communicate effectively with budget holders across teaching staff members. Thriving in a fast-paced environment demands strong multitasking abilities, composure under pressure and exceptional organisational skills. The Finance Manager's positive, flexible approach, commitment to quality, and unwavering attention to detail will have a profound positive impact on educational outcomes.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Financial Leadership & Management

- Oversee all financial transactions and reconciliations at Our Lady's Prep and Nursery.
- Manage all aspects of finance and financial process that meet the needs of children, staff, and external stakeholders.
- Collection of fees and pursuing overdue debts as appropriate
- Ensure accurate and timely VAT returns.
- Manage and complete all Early Years Funding in liaison with the Head of Nursery, Headmaster and Local Authority
- Provide financial advice and support to the Headmaster and Senior Leadership Team, ensuring informed decision-making in support of the School and Nursery's strategic aims.
- Effectively provide regular updates to the Board of Trustees, including annual budgeting, monthly reporting, termly reforecasting, strategic planning.
- Ensure financial regulations and procurement processes are followed.

Budgeting, Planning & Reporting

- Oversee budget planning, forecasting, and financial risk management, ensuring that Our Lady's operates within its financial means.
- Act as key liaison with the Trustees and Headmaster on areas such as VAT; returns; month-end procedures; accounting; financial reporting; year-end procedures; audit; budget setting and forecasting.
- Produce timely and accurate financial management information for the Headmaster and the Senior Leadership Team as necessary.
- Work closely with the Headmaster to monitor expenditure and support effective financial planning.
- Ensure financial actions plans are implemented effectively in collaboration with the Headmaster.

Operational and Service Oversight

- Authorise invoices and purchase orders, ensuring financial controls are maintained.
- Oversee income collection for student transport, trips and other services, ensuring an efficient and transparent process.
- Manage contracts, leases, and procurement processes to ensure value for money and high-quality services.

Other responsibilities

- Attend meetings, including outside normal working hours, as required (e.g. Trustees).
- Uphold the School and Nursery's commitment to safeguarding and the equality in all aspects of work.
- Undertake any other responsibilities as directed by the Headmaster.
- Participate in training and team development activities, to update knowledge and skills.
- To adhere to all School/Nursery policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.

ADDITIONAL INFORMATION

- It is compulsory for all members of staff to attend INSET days in September and January.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications and Training		Hold a CCAB professional qualification and be a current member of a CCAB body.
		Evidence of CPD, attending training and updating seminars relevant to the area of responsibility throughout the last three years.
Knowledge, Skills and Experience	Knowledge and use of Xero Accounting systems.	
	Strong financial analysis and risk management skills with the ability to analyse, interpret and communicate complex financial information with ability to work strategically and implement creative solutions.	
	Experience of working with and influencing senior leadership and/or governing bodies.	
	Extensive knowledge of principles, practices and procedures relating to business planning and financial and organisational management.	
	Strong financial planning, budgeting, and resources management experience.	
	Experience at management level in finance or related field involving leading a successful team.	
	Proven experience of successfully developing, implementing managing and coordinating complex systems and processes that deliver in key business requirements.	
	Experience of successfully producing management and statutory financial information and accounts.	
	Able to work under pressure and use initiative to work independently and to prioritise work.	
	Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.	
	Strong organisational and communication skills with an ability to advise, persuade and influence stakeholders in a professional and effective manner.	
		Experience in education or charity sector.
		Understanding of Early Years' funding methodology and financial regulations