



Northbourne Park School

FINANCE MANAGER

JOB DESCRIPTION

Responsible to: The Head

The post of Finance Manager supports the Head and Governing Body in the delivery of the School's strategic and operational plans. This is a key post in the School's senior leadership team. The post holder will be responsible for the preparation of management and financial accounts, accounting and fees records, VAT, statutory reporting and payroll for the School.

The Finance Manager will be required to attend the Governor meetings at the school to brief Governors on the papers and respond to questions.

Main Duties

- In consultation with the Head and Governing Body, establish financial systems to maintain and monitor the financial health of the School, ensuring effective operation of all financial services and commercial activities.
- Work with the Head and the Governors to produce Strategic and Business Plans for the School, providing advice and expertise on finance matters.
- Oversee and expand the commercial activity of the school, including external lettings, holiday clubs and summer school.
- Prepare an annual school budget for the head and governing body.
- Produce regular finance monitoring reports, including all income and expenditure, tracking against agreed targets.
- Ensure the School's compliance with company law, charity law, applicable accounting standards, relevant charity and tax legislation as well as any other regulatory requirements placed upon independent schools.
- Act in any official capacity on the School trading companies as required by the School Governing Body.
- Maintain a register of all public benefits activities at or on behalf of the School and advise on future actions.
- Review and update key policies relating to the finance operation of the school.
- Line manage the finance assistant

Finance and Accountancy

- On behalf of the School Governing Body, work in conjunction with the Chair of the Finance and General Purposes Committee to produce statutory annual accounts for both the School and any of its trading companies.
- Prepare the School's three-year financial forecast for recommendation to the Head teacher and Governing Body.
- Manage the school's VAT accounting and returns.
- Ensure that the activities of the Governing Body are adequately and appropriately insured against loss or liability, acting as the primary point of contact with the school's insurance brokers.

- Prepare the termly invoices (including EYFS) and be responsible for the prompt collection of fees, liaising with parents on relevant financial matters
- Prepare for the School's annual financial audit, liaising with the appointed auditors as required.
- Administer all staff salaries, pensions and payroll in compliance with all regulations, including staff expenses.
- In liaison with the head, make recommendations for annual staff salary reviews based on benchmarked data.
- Manage the purchase of all goods and services for the School ensuring that wherever possible School purchasing achieves best value for money by use of the most efficient procurement methods.
- Manage all contracts entered into by the School including tendering, terms and conditions, and ensuring quality of service and cost effectiveness at all times.
- Advise on all financial policy within the School.
- Manage cash flow.
- Control and manage debtors.
- Maintain the fixed asset register.
- Maintain a working relationship with ISBA, attending appropriate conferences and training.
- Ensure that knowledge is up to date with regards to all matters referred to in the Job Description, attending approved training programmes as required.
- Undertake any other tasks which may be required from time-to-time by the Head, contributing to special or ad hoc projects as required.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

FINANCE MANAGER - PERSON SPECIFICATION

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the role. Applications will be measured against the criteria detailed below.

All staff are expected to be in sympathy with and supportive of the ethos of the school as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

Qualifications/Training	Essential	Desirable
Professional accounting qualification (Full or part qualified)	✓	
Degree or equivalent		✓
Knowledge, Skills and Experience		
Proven financial experience and acumen. Ability to produce financial forecasts, budgets, management reports, cash flow and other financial analysis	✓	
Experience of managing VAT accounts and returns	✓	
Experience of working in education environment		✓
Additional Attributes		
Ability to exercise initiative and effective judgement	✓	
Strong influencing, negotiating and conflict resolution skills	✓	
Self-motivated, with an enthusiasm for continuous service improvement and personal development	✓	
Ability to manage a diverse workload, meet deadlines and work under pressure.	✓	