



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

FINANCE MANAGER (FTC)

JOB DESCRIPTION

<i>Job Title:</i>	Finance Manager
<i>Responsible to:</i>	Finance Director
<i>Works for:</i>	Finance Director
<i>Direct involvement with:</i>	All members of staff, Principal, Governors.
<i>Responsible for:</i>	Management Accountant, Fees Manager, Accounts and Payroll Officer, Finance Assistant.
<i>Hours:</i>	35 hours per week – 9.00am-5.00pm
<i>Job Purpose:</i>	To assist the Finance Director in the smooth running of the Bursary department by having oversight of the team responsibilities. Providing timely and accurate financial information, including financial reporting, payroll oversight, financial management and control.
<i>Main Duties</i>	<ul style="list-style-type: none">• All staff have a responsibility to uphold the school's safeguarding ethos in all areas of their role <p>Planning Forecasting and budgeting</p> <ul style="list-style-type: none">• Support the Finance Director in the development of the financial plans, in alignment with HLC's overall strategy and appropriate financial forecasts• Overseeing the budgeting process, attending meetings with Departmental managers and other budget holders to review spend and support budgetary control• As directed by the Finance Director prepare monthly, termly or quarterly budget, spend and forecast reports for Governing Body meetings including but not limited to forecast, cashflows, bank reconciliations, management accounts, benchmarking data, budgets .

Financial Operations

- Develop and maintain the appropriate and effective systems required for financial control inline with regulatory, audit and legal requirements
- Support the Fees Manager to ensure timely and accurate billing and payment process of fees and additional billable activities
- Oversee the team in the completion of the purchase ledger
- Have effective management of income and expenditure including BACS, online payments in and out, cashless and cash based payments and banking and support the appropriate team members in the above
- Alongside the Management Accountant ensure that reports are produced in a timely and accurate manner, supporting them in the budgetary meetings with manager and Heads of Departments
- Develop and maintain or enhance current systems in regard to the management of VAT, specifically with in relation to VAT for school fees.
- Ensure that HLC obtain the best value for money in contracts and suppliers

Payroll

- Support the Accounts and Payroll Officer in the processing of payroll, pension and other payroll matters
- Check the salary reports for accuracy and cross check with the Finance Director
- Responsible for ensuring accurate reports to the pension providers in a timely manner
- Support the Account and Payroll Officer in the resolution of queries or complaints with regard to payroll

Line Management

- Responsible for the day to day management of the Bursary team, including management of workload, supporting with operational matters and allocation of work
- Line manage the performance management appraisal and professional development of the team

Insurance

- Oversee the handling of any claims on the insurance policies.

Undertake any other reasonable request from a senior member of staff.

Person Specification

Essential:

Qualifications

- *Recognised financial or accounting qualification*

Experience

- *Experience of financial administration in a similar environment*
- *Experience of monitoring a budget and analysing financial reports*
- *Experience of producing financial reports*

- *Experience of Line Management as a Finance Manager or Team leader*

Skills and Knowledge

- *Knowledge of financial management and account procedures*
- *Understand the challenges facing independent schools*
- *Computer literate, advanced excel skills*
- *Knowledge of bespoke financial software packages*
- *Excellent communication skills both verbal and written.*
- *Able to communicate effectively with parents, pupils, staff, and suppliers*
- *Project Management skills*
- *Able to prioritise effectively and demonstrable ability to deliver on time.*
- *Able to demonstrate a passion for education*

Personal attributes

- *Keen, willing and eager to learn*
- *Adaptable to change*
- *Highly organised*
- *Articulate and well presented*

Desirable:

Qualifications

- *ICAEW / CIMA*

Experience

- *Experience of working within education*
- *Experience of working within the independent education sector*
- *Experience of Project management*

Skills and Knowledge

- *Knowledge of PASS or similar accounting and payment software for schools*

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.