

# **JOB DESCRIPTION**

## **Finance Manager**

### **Reports to: Business Manager**

#### **Purpose:**

To have responsibility for the School's finance function, management and year end reporting and effective control of both Accounts Receivable and Accounts Payable; whilst supporting the Business Manager and other members of staff as required.

#### **Key Responsibilities:**

- Management of the finance function and overseeing the finance team
- Preparation of budgets, forecasts and cash flows
- Ongoing control of budgets with production of periodic reports to budget holders during financial year
- Maintenance of financial ledgers and accounting processes
- Month end General Ledger reconciliations
- Preparation of Monthly Management Reports including Consolidated P&L and Balance Sheet and detailed analytical commentary on the same, demonstrating a detailed business understanding
- Process monthly payroll and liaise with payroll agency
- Administration of the Group Pension Scheme
- Timely production of statutory and internal financial reports, together with audit schedules
- Effective control of cash by working capital management and accurate, timely forecasting
- Ensuring that appropriate systems and internal controls are implemented and maintained
- Hands on management of all aspects of the Accounts Receivables process, from raising of billing, managing direct debits/School Fee Plan, banking cheques/cash and liaising with parents directly on outstanding debts due in accordance with credit control policy.
- Hands on management of all aspects of the Accounts Payables process, including ensuring authorisation of Invoices prior to payment, management of payment cycles and control of monthly payment runs, limiting any and all ad hoc expenditures.
- Importing of invoices and posting of journals into Sage, together with general system maintenance
- Line management responsibility for Finance Assistants
- To provide support generally to the Business Manager.

## **ORGANISATION CHART:**



## **Scope of Impact:**

The Finance manager will be expected to: -

- Follow guidelines directly from the Business Manager and Head;
- Be able to establish priorities, work independently and proceed without direct supervision on all routine matters;
- Implement school policies;
- Carry out tasks which may require a high degree of confidentiality.

## **Skills and Personal qualities required:**

- Relevant accountancy qualifications
- Relevant work experience in a senior finance role
- Excellent communication and administrative skills
- Excellent IT literacy including extensive Sage experience and intermediate to advanced Excel skills
- Previous experience in the education sector desirable
- Ability to lead a team
- Emotionally resilient and able to handle a busy and varied work load
- Good interpersonal skills with an ability to work collaboratively and relate to people at all levels
- Self-starter with a high level of time management and planning skills

## **Safeguarding Children:**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.

## **Appointment Details:**

Full time Monday to Friday, 8.30am to 5pm, 52 weeks per annum

25 days' annual holiday entitlement to ideally be taken out side of term time, Christmas Closure + 8 bank holidays

Salary dependent on qualifications and experience

Free breakfast and lunch during term time

Contributory pension scheme

Life assurance Cover

**Job Context:**

**Supervision:** The Finance Manager will be supervised on an exceptional basis and as such will have responsibility for determining their own priorities.

**Contacts:** Staff, pupils, parents, visitors, trade suppliers and 3<sup>rd</sup> party contractors.

The Business Manager will work closely with the Finance Manager to maintain an efficient service for Radnor House.

**Other considerations:**

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head or Business Manager.
- To contribute to the co-curricular life of Radnor House.
- To continue the roles outlined in this job description to the highest level.

Carry out any other duties within the scope, spirit and purpose of the post as reasonably requested.

Radnor House is committed to safeguarding and promoting the welfare of children and young people. The Finance Manager will be required to implement fully the school policies and procedures for child protection and security.

*The above statement of Responsibilities is agreed to be an accurate job description*

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**