

JOB DESCRIPTION

HEAD OF FINANCE

Reports to:	Director of Finance & Corporate Services
Responsible to:	Bursar & COO
Contract:	Permanent
Salary:	The salary range for the role is £47,500 to £57,500 per annum, dependent on experience. Salaries are reviewed annually by the School with any increases effective from 1 st September.
Contracted hours:	This is an all-year round appointment. Core hours of work are 7.5 per day, Monday to Friday, with an unpaid lunch break (giving a total of 37.5 worked hours per week). A flexible attitude is required regarding hours of work, to meet the demands of the position.

1. Role Purpose

This is a hands-on and varied role which involves the management of the accounts process, payroll and the Finance team and reports to the Director of Finance & Corporate Services (DFCS). The team is located in the School's Bursary and consists of six people (4.8 FTE).

2. Role Dimensions and Scope for Impact

The School is a complex environment with an annual income of c.£40m. Alongside its educational activities the School has significant estates, IT, catering, domestic services, development, marketing, commercial and administrative operations.

The Head of Finance will ensure that managers across St Edward's have excellent information on which to base operational and financial decisions and so the role is key to the success of the School.

3. Core Responsibilities

Financial Systems and Controls

- Ensuring that the School's financial systems are appropriate to the School's needs, and liaising with providers to ensure that any problems encountered are resolved
- Ensuring that financial policies and procedures are followed, and that the School's financial assets are safeguarded

Budgeting

- Supporting the DFCS in co-ordinating the annual budget process
- Collecting and collating budget submissions from Heads of Department, and preparing a consolidated draft and final budget
- Preparing the pay budget with support from HR
- Working with the DFCS to challenge and review budget holder submissions

- Preparing termly revised forecasts
- Dealing with ad hoc budget enquiries and producing reports

Cash Management

- Producing monthly cash flow cash flow forecasts and monitoring the risks
- Investing School working capital to obtain favourable returns

VAT and Tax

- Ensuring compliance with VAT legislation and introducing new processes as necessary
- Preparing and submitting the quarterly VAT returns, including Capital Goods Scheme
- On an annual basis reporting Corporation Tax, Gift Aid and information for P11Ds
- On an ad hoc basis reporting CT61

Annual Accounts and Audit

- Preparing SESIL and North Wall Trust accounts, and working with auditors to prepare School accounts, incorporating up to date accounting standards
- Liaising with auditors
- Completing the Teachers' Pension return and audit

Funds/Investments

- On a monthly basis processing investment income and transactions
- On a monthly basis processing donations via direct debit
- Maintaining records of endowment, restricted and unrestricted donations and maintaining fund balances, including Advanced fees.
- Reporting investment balances to the Investment Committee
- Reconciling donation bank accounts

Debtors and Fees

- Supporting the Billing Manager and the DFCS with chasing debt and liaising with lawyers
- Managing the School's Scheme for the payment of Fees in Advance
- Managing the financial impact of scholarships and other talent-based fee remission and means-tested fee support as well as staff fee remission

Managing the work of the Accounts Team

- On a weekly basis authorising invoices and expenses and approving the BACS payment
- Authorising Barclaycard/Direct Debit and any one-off payments
- Making same day and international bank transfers
- On a monthly basis reviewing and approving payroll
- On an annual basis checking that pay increases have been processed correctly
- Ensuring that accounts for debtors, creditors, fixed assets, the North Wall Trust and others are reconciled
- Overseeing the termly parent billing process
- Overseeing the set-up of billing for new pupils including processing of monthly and termly direct debits
- Overseeing the annual process of processing pupil joiners and leavers
- Ensuring that pupil numbers and fees billed are reconciled on a termly basis
- Co-ordinating month end procedures

- Overseeing production of monthly management accounts reports and communication with budget holders
- Management of the Finance team e.g. dealing with queries, monitoring workloads, managing performance, assessing training needs etc.

Completion of Returns and Surveys

- Annually for:
 - Companies House – for both School and the North Wall Trust
 - The Charity Commission – for both School and the North Wall Trust
 - The Financial Conduct Authority
 - ISC/Baines Cutler benchmarking survey
 - Absence from Schools' Refunds Scheme
 - Payment Card Industry Data Security Standard (PCIDSS)
 - Office for National Statistics Business Inquiry
- Quarterly for Office for National Statistics Capital Statistics return
- Every three years for Teachers' Pay Survey

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Knowledge, Skills, Experience and Personal Attributes

Qualifications

Educated to degree level or equivalent	Desirable
A professionally qualified accountant with demonstrable post qualification Experience	Essential

Knowledge and understanding

Knowledge and proficient use of computerised accounting packages	Essential
Ability to lead and produce management accounts and budgets to tight timescales	Essential

Skills

Strong numeracy, analytical, accounting and organisational skills	Essential
Ability to use initiative and work autonomously	Essential
IT literacy including knowledge of MS Office particularly Excel and Word	Essential
Versatility and the ability to manage conflicting deadlines and priorities	Essential
Ability to be discreet and to maintain confidentiality at all times, and a full understanding of data protection requirements	Essential

Experience

Proven experience of working in a financial management role in an independent school	Desirable
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Demonstrable experience in a similar role, within a similarly sized and complex environment	Essential
Experience of managing complex budgets within strict budgetary constraints	Essential
Experience of producing and presenting complex management accounts	Essential
Experience of line managing a team	Essential

Personal attributes

Highly motivated and resilient with a positive, proactive and flexible approach	Essential
An excellent communicator with good spoken and written English	Essential
Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

6. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people, and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

7. Health and Safety

The School is obliged, so far as is reasonably practicable, to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

8. Holiday

Annual holiday entitlement is 30 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August and all holiday should be agreed by the DFCS. As the School closes completely over the Christmas/ New Year period, you will be required to take 5 days of your holiday entitlement to cover this period.

9. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

10. Probationary period

The appointment is subject to a probationary period of six months.

12. Organisation chart

