



Salesian College Farnborough

Job Description: Finance Manager

Reports to: Bursar

The Role:

The Finance Manager is a key member of the Bursary team and is responsible to the Bursar. They will work with senior managers and budget holders throughout the School including the Headmaster, Deputy Headteachers (Pastoral & Academic), Bursar's PA, Assistant Headteachers, Maintenance Manager, Catering Manager and Heads of Departments.

The Finance Manager's primary responsibility is to provide an effective financial reporting and control function for the College and its funds, in compliance with current charity, company and other statutory legislation so that (a) the Governors' responsibilities in this respect may be satisfied; and (b) the financial position of the College may be disclosed with reasonable accuracy at any time.

Finance:

In more detail the duties of the role include, but are not restricted to:

- The preparation of termly management accounts, including income and expenditure account, balance sheet, cash flows, financial performance indicators and supporting notes, in such formats as may be required by the Governors from time to time, in good time for distribution to Governors prior to the termly Finance & General Purposes Committee and Board meetings.
- Analysis of financial information, identifying and monitoring key indicators of the College's financial and operational performance; benchmarking of the College's performance with that of other similar institutions.
- Development and enhancement of financial and management reporting systems to meet the strategic and operational needs of the College.
- The preparation of statutory accounts required by and in compliance with statutory or regulatory legislation; (liaison with the College's external auditor.).
- Preparing an annual budget in conjunction with the Bursar. Ensuring budgets allocated are recorded appropriately, and reporting actual expenditure against them on a monthly basis to the SLT.
- The timely preparation and submission of all financial returns required by HMRC (in respect of Payroll, corporation tax and VAT), pension agencies, Companies' House and the Charity Commission.
- Re-enforcing College-wide procedures for the procurement of goods and services in conjunction with other members of staff including the Headmaster, the Bursar and the Bursar's PA to ensure best practice and value, including management of the College's credit cards.
- Administer all aspects of payroll which is outsourced, liaising with the payroll bureau including the preparation of monthly pay amendments.
- Manage the fee billing process for school fees and extras, administration of bill payers, the

immediate supervision of the direct debit arrangements and the efficient collection of debts, oversee the management of pupil deposits.

- Management of other income streams such as lettings, donations, funding etc.
- Overseeing monthly and year end reconciliations (payroll, pensions, PAYE, NIC, auditor's schedule) and month end journals.
- Supervise the input accountant, who works part-time.
- Management of cash resources and the monitoring of bank balances and deposit accounts, identifying appropriate cash utilisation & assist the Bursar to develop cash flow strategies, including investments and loans, to meet future requirements.

HR:

- Monitor and assist in the management of staff procedures relating to induction, sickness absence and attendance.
- Provide advice, guidance and support to all staff on aspects of personnel policies e.g. annual leave, pay, maternity leave, paternity leave, etc. ensuring an objective, professional and confidential service.
- Administration of the school's obligations under the terms of the Teachers' Pensions Scheme and other Pension providers, e.g. starters, leavers, changes, periodic returns.

General:

- Undertake other tasks as reasonably required by the Bursar.
- Provide the Headmaster and Bursar with any relevant information as required.
- The supervision, direction/training and appraising of the input accountant.

Person specification:

- Must be fully or part qualified (AAT, ACA, ACCA, ACMA), ideally with experience in the education sector
- Strong technical financial and management accounting skills
- Strong IT skills with advanced Excel skills
- A thorough knowledge and experience of producing regular management accounts accurately and to deadlines
- Experience in the operation of accounting systems, controls and processes; and the management of key financial functions
- Experience of working with integrated financial packages, specifically WCBS PASS
- Experience of payroll, PAYE and NI
- Excellent interpersonal and communication skills
- Highly organised with a keen eye for detail
- Highly motivated with a 'can do' attitude

Terms & Conditions

Salary: £33,000 – 35,000 per annum FTE

Normal working hours: 9:00am – 5:00pm Monday to Friday including 1 hour unpaid lunch break

5 weeks holiday per annum

Pension: Employer contributions to a defined contribution pension scheme of up to 10%

Lunch is available free of charge whilst the school is in session

Start date: November 2017

The College is committed to safeguarding and promoting the welfare of children and applicants therefore must be willing to undergo child protection screening appropriate to the post, including reference checks and for the successful candidate an enhanced Disclosure & Barring Service (DBS) check.

Closing Date: Noon on Monday 18th September 2017