



## **Finance Manager**

**Start date: As soon as possible**

**Contract: Permanent**

**Term-time (38 weeks) plus four further weeks (to include two INSET Days)**

**Hours: 37 hours per week**

**Pay Scale: M1 (NJC Points 32-36)**

**Full time equivalent salary: £35,745-£39,880 + £626 fringe allowance**

**Actual paid salary £33,966-£37,828**

Roundwood Park is a high achieving 11-18 school in Harpenden. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

We are seeking to appoint an experienced finance professional to lead and manage our Finance function. The main purpose of the role is to support our Director of Operations on planning and budgeting, to manage all financial and accounting operations, systems, controls and reporting, to manage payroll, and to manage the Finance team.

The successful applicant is likely to have experience in a similar role, not necessarily in the education sector, and will be confident and empathetic, with excellent interpersonal skills.

We are a friendly team in a supportive and successful school where support staff are highly valued. If you have any questions about the role, please do get in touch with our Director of Operations, Paul Seymour, at [p.seymour@roundwoodpark.co.uk](mailto:p.seymour@roundwoodpark.co.uk)

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at [i.stowe@roundwoodpark.co.uk](mailto:i.stowe@roundwoodpark.co.uk) Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

*We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.*

## Job Description: Finance Manager



**Job Title:** Finance Manager

- Purpose of Role:**
- Provide support to the Director of Operations on planning, forecasting and budgeting
  - To ensure that financial standards are complied with in line with current legislation and the requirements of the ESFA, Charities Commission, HMRC and other organisations as required.
  - Responsibility for financial management and control, including accounting, records, financial operations, and financial management information
  - Financial reporting
  - Responsibility for payroll and pensions administration
  - Provide support to the Director of Operations in the management of stakeholders (eg regulators, auditors, ESFA, HMRC, Leadership team, Governing Body, staff)
  - Support the ambition of the school to expand its relationships through federations, trusts, direct support etc, by managing the delivery of expanded scope of financial operations
  - Team management

**Reporting Line:** Director of Operations

**Team** • Finance Team

**Management:** • Finance volunteers

### Key Responsibilities:

- Planning, forecasting and budgeting:
  - Support the Director of Operations in the development of financial plans, in alignment with the School Strategic Improvement Plan and the forecast availability of resources
  - Working with Director of Operations support and help manage the setting of the budget and forecasting future years budgets
  - Ensuring integrity of data input and modelling assumptions, and validity of financial models and forecasts
  - Support the Director of Operations in providing budget and forecast reports for Leadership Team and Governing Body and present reports at the Resources and audit Governors meetings
  - Submission of agreed budgets and forecasts in line with regulatory requirements and timetables

## Job Description: Finance Manager



### Key Responsibilities:

- Financial management, control and operations:
  - Management of school accounting and financial record systems
  - Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies
  - Review and respond to any control weaknesses identified through audit or other procedures and checks
  - Management of income and expenditure operational systems and procedures, including BACS, online payments in and out, cashless systems, cash procedures and banking
  - Management of all income and expenditure relating to school trips.
- Financial reporting, control reporting and management information:
  - Produce, obtain agreement to, and submit all financial reports and returns in line with agreed regulatory and internal timetables, including:
    - Budgets
    - ESFA Reports>Returns
    - Accounts
    - VAT returns
    - Internal management reports, including forecasts, cashflow reports, management accounts, bank reconciliations, benchmarking data, department budgets reports etc
  - Producing trial balance at year-end to facilitate audit. Resolving audit queries (either directly or through others, eg HR team)
- Payroll and Pensions administration:
  - Management of payroll service (out-sourced) to ensure that all staff are paid on time and in line with HR records
  - Monthly Payroll Reconciliation
  - Submission of accurate records and returns for staff Payroll and Pensions
  - Resolution of Payroll and Pensions queries
- Stakeholder management:
  - Produce reports for Governing Body and attend Resources Committee meetings (presently six per annum)
  - Principle point of contact with ESFA, HMRC, Pensions bodies, auditors
  - To maintain and update the Schools Financial handbook

## Job Description: Finance Manager



### Key Responsibilities:

- Management of Finance functions and Finance team:
  - Support Director of Operations in considering continuous improvement initiatives for delivery of Finance function responsibilities
  - Management of Finance
    - Recruitment
    - Induction and training
    - Performance management

A role inevitably changes over time, and this job description is not fixed. Some elements may fall away, and others develop, but all related to the management of Finance.

## Person Specification: Finance Manager



	Essential	Desirable
Formal qualifications	<ul style="list-style-type: none"> <li>▪ GCSE English &amp; Maths C+</li> <li>▪ Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to degree level</li> <li>▪ Accountancy or financial management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ Working in a financial management role</li> <li>▪ Managing multiple stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in school financial management</li> </ul>
Skills	<ul style="list-style-type: none"> <li>▪ A very high level of proficiency with Excel and financial software programmes</li> <li>▪ Creation of accessible financial management reports</li> <li>▪ Managing stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Familiarity with PS Financial</li> </ul>
Aptitude	<ul style="list-style-type: none"> <li>▪ People leadership and management</li> <li>▪ Credibility with all stakeholders</li> <li>▪ Excellent verbal and written communication and presentation</li> <li>▪ Attention to detail</li> <li>▪ Numeracy</li> <li>▪ Organisation</li> <li>▪ Collaborative working</li> </ul>	
Motivation	<ul style="list-style-type: none"> <li>▪ Passionate about education</li> </ul>	
Other	<ul style="list-style-type: none"> <li>▪ Flexibility to meet the demands and time-commitments of a middle leadership post</li> </ul>	