

Newcastle Preparatory School

Finance Manager

Job Description

Job Details

Salary:	£32,000-£42,000pa Pro rata. Dependent upon experience
Hours:	0.5 FTE post. 18.75 hours per week Monday-Friday term time and 15 hours per week non term time
Contract type:	Part time; Permanent
Reporting to:	Bursar
Holidays:	19 days, inclusive of 5 days compulsory holiday at Christmas.

The Finance Manager supports the Bursar by leading on all elements of accounting and financial management of the school on both a day-to-day basis and longer-term strategic basis.

The Finance Manager in close consultation with the Bursar, carries out the following tasks:

Finance Manager	
Financial Resource Management and Reporting	<ul style="list-style-type: none"> • Preparing annual estimates of income and expenditure, linked appropriately with the School's Development Plan. • Organising departmental budgets within school in consultation with the Head Teacher and Bursar. • Monitoring income and expenditure in relation to budget and identify and inform the Bursar of the causes of significant variance taking corrective action as required. • Preparing the accounts of the school and ensuring the preparation of Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP). • Liaising with auditors and facilitating all audit arrangements including the provision of documentation as required and implementing all audit requirements and findings. • Maintaining cash flow projections for the current and future years. • Supporting the Bursar in producing any financial reporting or financial appraisals as may be required from time to time. • To be responsible for the management and accurate reporting of the fee remission programme. • To undertake and be responsible for the preparation of all fee invoices and the collection of fees and other extras. • To follow up on any outstanding fee invoices. • To oversee the work of the Finance and Admin Assistant in maintaining the purchase ledger: processing invoices checking receipts for orders, checking statements and ensuring timely payments.
Payroll	<ul style="list-style-type: none"> • The payment of all salaries and wages, including PAYE, Superannuation and National Insurance contributions. • Administering pension schemes for all members of staff. • To communicate as required with HMRC, Teachers' Pensions, Royal London and other service providers to ensure all aspects of employer and employee contributions and deductions are full and accurately addressed. • Recording all staff absence.



Accounting and Governance	<ul style="list-style-type: none">• To develop and implement appropriate financial systems and ensure compliance.• To maintain systems and procedures that ensure financial transactions are recorded and reported accurately.• Create and manage appropriate accounting procedures to ensure the effective operation of financial controls and internal controls within the School.• To be responsible for management of the school bank accounts.• To prepare and maintain the asset register.• Ensure that all tax and VAT obligations are recorded, reported and discharged correctly and effectively.• To contribute, alongside the Bursar, to any documentation that may be required by the Governors from time to time.• Ensure the school receives value for money.
Other	<ul style="list-style-type: none">• To administer the Early Years Grants Scheme.• To attend meetings of the Finance Sub Committee and the Full Board of Governors if required.• To supervise and direct the Finance Assistant.• To advise on the financial implications of the charitable status of the school.
Policy and Development	<ul style="list-style-type: none">• To read and follow the relevant school policies.

This job description is not intended to be all embracing and the post holder shall be required to carry out any reasonable requests by the Head Teacher or the Bursar for the betterment of the school commensurate with training and experience.



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Person Specification

	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> AAT qualified/part qualified or Accountancy degree. 	<ul style="list-style-type: none"> CIMA, ACA, CA or ACCA qualified/part qualified
Experience	<ul style="list-style-type: none"> Experience of using financial packages. Management and financial accounting. Setting/adhering to financial controls. Setting and monitoring budgets. Payroll processing. 	<ul style="list-style-type: none"> Experience of Sage Accounts. Experience of using Barclays.net online banking system. Previous experience of working within an educational environment. Experience in team management. Interaction with the Board of Governors.
Knowledge and understanding	<ul style="list-style-type: none"> Excellent financial knowledge including accounting standards, accounting software and payroll practices. Use of Microsoft Office packages: Word, Excel, Outlook and Teams, or similar. Confident in using online systems eg cloud storage. Awareness of data protection, confidentiality and safeguarding. 	<ul style="list-style-type: none"> An understanding of charity accounts. Experience in using school management information systems eg Engage, Sims, iSams etc. Knowledge of the independent school sector.
Personal Qualities	<ul style="list-style-type: none"> Excellent attention to detail. Good oral and written communication skills with a proven ability to build a positive rapport with all stakeholders. Ability to work under pressure, prioritising and managing time effectively. Commitment to promoting the ethos and values of the school. Willingness to gain new skills and adapt to change. Willingness to play an active role in the general life of a school. Commitment to safeguarding and equality. Creative and motivated approach with the ability to use initiative to problem solve. Exemplary attendance and punctuality records. 	<ul style="list-style-type: none"> The ability to manage and motivate people.

Newcastle Preparatory School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.