

Presdales School



Finance Manager

H8, Scale point 23-26, £27589 - £30226 (pro rata 87%)

(37 hours per week, term time plus 2 weeks, with additional holiday work as required)

Presdales School – Finance Manager



Information for candidates

Start date: As soon as possible

Grade: H8, Scale point 23-26 £27589 - £30226 (pro rata 87%)Hours: 37 hours per week, term time plus 2 weeks (with additional holiday work as required)

Thank you for your interest in joining our team of outstanding staff. Please find enclosed in this pack general information about the school and specific information about the post.

Presdales is a high achieving, all-girl, non-selective 11-18 school (boys are accepted into the sixth form). We aim to provide an outstanding education that enables all students, regardless of their background and starting point, to achieve and surpass their academic potential. We are committed to the development of independent minded young people who have active and creative minds. We expect our students to acquire a sense of understanding and compassion for one another and to have the courage to act on their beliefs. We will equip our students with the skills and attributes to empower them to lead happy and successful lives, enabling them to make a meaningful contribution to our global society. Our core values, for all our school community, are Ambition, Creativity, Equality, Integrity, Kindness and Resilience.

Presdales has been graded as 'Outstanding' by Ofsted in the last four inspections. Student achievement is high, with 93% of girls achieving a grade 4 or higher in both English and Maths and 92% achieving 5+ in both English and Maths. 72% of our students achieved the EBacc measure with a standard pass. We have an intensive extra-curricular programme which offers students a chance to develop their leadership and team building skills as well as numerous trips during the year. We recently launched our new House system and have six houses; Curie, Frank, Nightingale, Pankhurst, Parks and Windsor.

Over the past year we have been working with staff to ensure that all staff have an appropriate work/life balance. Initiatives include: Free Yoga after school on Friday, free flu jabs, allowing personal deliveries to school, an extra occasional day off per year for all staff. We believe that staff work more effectively when they have a manageable workload.

We are seeking an experienced Finance Manager, with the aspiration to become a School Business Manager in the future, to join our experienced finance team.

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matt Warren
Headteacher

Presdales School



Finance Manager

Start date: As soon as possible

Grade: H8, Scale point 23-26, £27589 - £30226 (pro rata 87%)

Hours: 37 hours per week, term time plus 2 weeks (with additional holiday work as required)

We are seeking an experienced Finance Manager, with the aspiration to become a School Business Manager in the future, to join our experienced finance team

Presdales is an outstanding all-girls 11-18 school, with boys in the sixth form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.



We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

Closing date for applications: 9.00 am Monday 14th October 2019
(we reserve the right to close applications before this date, so early applications are advisable)

We expect to interview: tba

Please submit:

1. A letter of application outlining how you meet the person specification
2. A completed application form (available on the school website)

You can post your application to the school, or send by email to recruitment@presdales.herts.sch.uk
Please note that CVs will not be accepted

Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit

Person Specification – Finance Manager



We are looking for a candidate who is able to demonstrate the following essential or desirable requirements

Criterion	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Appropriate financial qualifications and/or significant experience in this field • Sound general education sufficient to meet the operational and intellectual requirements of the post • Literate and numerate: GCSE English and Maths 	<ul style="list-style-type: none"> • Association of Accounting Technicians • Certificate in School Business Management • Chartered Institute of Public finance and Accountancy
Experience	<ul style="list-style-type: none"> • Evidence of finance, business and administrative management experience • Working knowledge of financial software • Proven general experience • The ability to work at both strategic and operational levels • Conversant and up to date with general financial regulations • Ability to prepare and present financial reports • Knowledge of principles and methods of financial control and reporting • Knowledge of the implications of VAT • Sound working knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value 	<ul style="list-style-type: none"> • Evidence of finance, business or administrative management experience within a school or similar environment • Working knowledge of SIMS FMS • Working knowledge of SIMS .net • Knowledge/overview of the Academies Financial Handbook • Knowledge / overview of Academies Accounts Direction
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Ability to build and form relationships with colleagues and other professionals • Ability to work constructively as part of a team, understanding roles and responsibilities • Excellent interpersonal skills, written and verbal communication skills • Proficient in Microsoft Office, e-mail and the internet • Attention to detail and accuracy • Supportive and cooperative • Confidentiality 	
Attitude and Motivation	<ul style="list-style-type: none"> • Ability to develop and motivate members of the finance team, delegating duties as required 	

	<ul style="list-style-type: none"> • Ability to evaluate own development needs and those of the finance team members and address them through performance management • Evidence of continuing professional development • Proactive and self-motivated • Planning and organisational skills to meet deadlines 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to maintain confidentiality • A diplomatic and patient approach • Ability to prioritise own and team's workload • Able to follow direction and work in collaboration with the Senior Leadership Team • Able to work flexibly and adopt a 'hands-on' approach • Willingness to seek specialist advice and awareness of who to contact • Efficient and meticulous in organisation 	<p>Sense of humour</p>

Job Description – Finance Manager



Purpose of the job

- Responsible for the day to day management of all aspects of school finances, accounting procedures and practices and to assist the School Business Manager in the provision of efficient and effective financial support systems.

Duties and responsibilities

- In conjunction with the School Business Manager, to manage the school's financial systems and records, including SIMS FMS
- To coordinate the tasks of the finance team

Income and expenditure

- To ensure and facilitate the ordering, processing and payment of all goods and services provided to the school
- To manage cheque and BACS payment processes
- To ensure the timely collection, monitoring and recording of income due to the school, including fees for music tuition, payment for lettings, school trip income, school meals payments, parental donations and gift aid
- To oversee the Wisepay online payments system
- To oversee and facilitate the preparation of money and cheques for banking

Budget and Accounting

- To assist budget holders with budgeting and financial procedures
- To provide budget holders with monthly reports on their accounts and advise on matters relating to their budgets
- Maintain and oversee all bank accounts and the school's charge cards and complete monthly reconciliations for approval by the School Business Manger
- To complete accounting month end procedures including reconciliation of control accounts and submission of VAT returns
- To assist with the preparation for internal and external audit processes

Payroll

- To assist with the administration of payroll and other associated activities, including the timely submission of information to Serco within required deadlines

Assets and contracts

- To maintain the school's asset and equipment registers and ensure they are updated regularly

Administration

- To oversee and monitor the organisation of school trips, educational visits and activities and ensure they are run in accordance with the schools charging policy
- To manage all financial aspects relating to music tuition, including invoices to parents and payments to Hertfordshire Music Service for tuition provided
- To be responsible for the filing, security and storage of financial data and controlled stationery including cheques
- To manage the administration of school lettings, including liaising with the caretaker and hirer as required and maximise the income generated from lettings
- To assist in the control and coordination of purchasing and servicing requirements to achieve best value