

Full-time, All Year Round

Reporting to: Bursar

Purpose of the Role

To support the Bursar in delivering effective financial management across the school. The Finance Manager will ensure accurate financial processing, robust internal controls, clear reporting, and excellent financial service to parents, staff and suppliers. The role encompasses day-to-day accounting operations, budget monitoring, fee billing, and wider administrative financial tasks essential to the smooth running of the school.

Key Responsibilities

1. Financial Operations & Accounting

- Maintain day-to-day financial procedures including purchase orders, invoicing, receipts, payments and supplier liaison.
- Prepare termly management accounts including the entering of accruals and pre-payments, variance analysis and reconciliations.
- Prepare the year-end financial accounts and supporting internal and external audit processes.
- Undertake monthly reconciliations for bank accounts, petty cash and control accounts.
- Process journals and assist with maintaining accurate financial records, in line with audit requirements.
- Prepare cashflow forecasts and monitor liquidity.
- Maintain the fixed asset register and depreciation schedule.
- Support with VAT management and compliance.
- Assist in quarterly VAT returns and end of year adjustments.

2. Budgeting & Financial Monitoring

- Assist with the preparation of the annual budget and longer-term financial planning.
- Monitor departmental and whole-school budgets, producing analyses and variance reports for the Bursar and senior leaders.
- Provide guidance to budget holders on financial procedures and budget management.
- Update the monthly cashflow monitoring.

3. Income, Fees & Credit Control

- Produce termly fee invoices and ensure accurate billing for additional charges including trips, wraparound care, clubs and other extras.
- Process payments (direct debits, direct credits, childcare vouchers) and update the sales ledger.
- Monitor outstanding debts and undertake credit control, liaising with parents as required.
- Manage trip finances including receipts, expenditure tracking and post-trip reconciliation.
- Processing fees in advance scheme payments and managing the balances.

4. Procurement & Best Value

- Process and verify purchase orders, ensuring best value for money.
- Assist with supplier reviews, utility cost monitoring and contract renewals where appropriate.
- Ensure compliance with financial regulations, procurement rules and internal authorisation processes.

5. Systems Administration

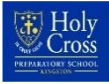
- Maintain the school's accounting and finance systems, ensuring accuracy, security and confidentiality.
- Administer payment platforms (e.g. ParentPay or equivalent) including reconciliation and item setup.
- Support system upgrades or improvements to streamline processes.

6. General Administration & Teamwork

- Assist the school office when required, including reception cover and general administrative support.
- Support whole-school events and contribute to the wider ethos, values and aims of the school.
- Undertake training and participate in performance review processes.
- Carry out any other duties reasonably requested by the Bursar or Senior Leadership Team.

This list provides a general summary, but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by relevant members of the Senior Leadership Team.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.



PERSON SPECIFICATION – FINANCE MANAGER

Qualifications	
AAT Level 3 (or equivalent) or significant experience in a financial administration role.	E
Experience	
Experience within a school finance environment or similar setting involving multi-stream income and complex ledgers	E
Experience in purchase and sales ledger management, credit control and bank reconciliation.	E
Experience preparing management accounts and supporting budget monitoring.	E
Experience using computerised finance systems and advanced Microsoft Excel capability.	E
Experience preparing VAT returns.	E
Experience of administering ParentPay or similar payment platforms.	D
Experience within an independent school finance function, particularly fee billing.	D
Skills/Knowledge	
Strong understanding of accounting principles, internal controls and financial procedures.	E
High level of accuracy and attention to detail.	E
Ability to interpret financial data and produce clear, useful reports.	E
Understanding of procurement and best-value practices (sector-standard).	E
Excellent organisational and time-management skills, with the ability to meet deadlines.	E
Strong communication skills and ability to work effectively with staff, parents and suppliers.	E
Commitment to confidentiality and GDPR compliance.	E
Knowledge of charity accounting or fund management.	D
Experience of using FMS	D
Personal Attributes	
Professional, trustworthy and discreet.	E
Flexible, adaptable and able to remain calm under pressure.	E
Positive approach to teamwork and willingness to support wider school activities.	E