

Holme Grange School



Finance Manager

Job Description & Person Specification

Main Purpose of the Post

The Finance Manager will be a key member of the School's finance function, ensuring efficient and prudent financial management, statutory compliance and high-quality reporting to support strategic decision-making. The role combines operational finance duties with reporting responsibilities and requires collaboration with colleagues across the school. The role requires attention to detail in day to day accounts processes and also includes responsibility for preparation of management accounts, budgets and forecasts to supporting senior leaders with financial planning.

Key Accountabilities & Relationships

- **Reports to:** The Bursar.
- **Works with:** Staff, Governors and external agencies as appropriate.

Key Responsibilities:

- Lead the day-to-day financial functions of the School.
- Prepare monthly management accounts, financial reports and variance analysis.
- Support the annual budgeting process and regular financial forecasting.
- Monitor departmental budgets and provide financial advice to budget holders.
- Lead fee billing and credit control.
- Manage the school's payroll process.
- Ensure timely VAT returns and compliance with HMRC requirements.
- Support in preparing year-end accounts and coordinate the annual audit.
- Maintain effective financial controls and ensure compliance with relevant regulations.
- With the Bursar, develop financial reporting to facilitate dynamic and effective reporting and KPIs for the Senior Leadership Team and Governors.
- Lead the ongoing development of finance systems and identify process improvements.
- Support and develop members of the finance team.
- Work collaboratively with colleagues across the School to support operational and strategic objectives.
- You will attend School events as and when required, including but not limited to, INSET days and open days

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified.

The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. This list is not exhaustive and you may be required to undertake other duties as required by the Head or Bursar. The job description may be amended to meet the needs of the school.

Safeguarding

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

Person Specification

	Essential	Desirable
A recognised accounting qualification (ACA, ACCA, CIMA, AAT Level 4 or qualified by experience).	X	
Significant experience in a finance management role.	X	
Strong management accounting, budgeting and forecasting skills.	X	
Experience producing accurate financial reports and analysing financial performance.	X	
Excellent Excel and financial systems skills.	X	
Strong organisational skills with excellent attention to detail.	X	
Excellent communication skills and the ability to explain financial information clearly to non-finance colleagues.	X	
A proactive, collaborative and solution-focused approach.	X	
Experience within an independent school, academy or charitable organisation.		X
Knowledge of school fee billing systems.		X
Experience of payroll oversight.		X
Understanding of charity accounting and VAT within education.		X
Experience using iFinance, PS Financials or similar education finance systems.		X

