

JOB DESCRIPTION: FINANCE MANAGER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	Responsible for the day-to-day management of all aspects of the School's finances
Responsible to:	Bursar
Responsible for:	N/A
Hours of work:	40 hrs Monday to Friday, worked 8.15am until 5.15pm (1hr lunch break) Flexibility over the role being worked all year round, or term-time plus an agreed number of weeks worked during the School Holidays
Salary:	Competitive, dependent on experience
Commencement Date:	December 2026 or shortly thereafter
Notice Period:	Three months

Overview

The Finance Manager reports to the Bursar and works independently on the day-to-day management of all aspects of the School's finances including fee billing, credit control, salaries and pensions, purchasing, banking and cash flow. Furthermore they will work with the Bursar on budgetary control, the preparation of management accounts and liaison with the School's auditors in producing the annual statutory accounts.

Key Tasks

Accounting

- Operation and oversight of the distinct modules of the School's financial MIS software:
 - Billing (including Tuition, Boarding, Rechargeables, Receivables)
 - To prepare and issue fee invoices in accordance with agreed fee rates

- To accurately record all fee invoice settlements and other payments received, including sales ledger reconciliation
- To monitor any unpaid accounts and arrange an effective process for following up outstanding debtors
- To ensure that all disbursements are properly recorded and recovered from parents either by invoice or through an on-line payments system
- To administer the School's *Fees in Advance* scheme
- To process Childcare Vouchers *etc.*
- To process and collect any other non-fee income (*e.g.* Shop sales, Sports Centre lettings)
- To develop the School's online payments system and develop its further application
- Purchase Ledger
 - To ensure that all expenditure is correctly approved by budget holders and recorded in an accurate and timely manner
 - To ensure that all payments are made in an accurate and timely manner (typically by BACS)
 - To ensure that all payments comply with the School's payment authorisation policies, procedures and controls
 - To ensure that petty cash transactions and records are properly managed and that any cash resources are kept secure
- Nominal Ledger
 - Complete year-end processes producing everything up to a Trial Balance
 - To keep the P&L and Balance Sheet up-to-date throughout the year
 - Reconciliations (monthly or weekly as appropriate) of various bank accounts, nominal accounts *etc.*
- Fixed Asset Module
 - To ensure that the School's assets are correctly recorded and depreciated
- Monthly processing of payroll & pensions (including Time Sheets), as well as period-end processes
 - To process the payment of all salaries through the school's payroll service, including statutory returns. To administer all aspects of taxation/other statutory aspects of payroll
 - To register new employee details
 - To prepare monthly salary returns and reconciliations
 - To administer the teaching and non-teaching staff pension schemes including AVCs and Auto-Enrolment
- Annual returns: Charity Commission, Companies House.
 - To assist the Bursar in preparing the annual accounts with supporting schedules for the auditors and liaise with them before, during and after the Audit.
- Developing better cost apportionment and analysis (*e.g.* minibuses).
- Archiving.

Budgets, Reporting and Cash Managements

- To assist in the preparation and agreement of budgets and forecasts.
- To monitor cash flow and ensure that any surplus funds are appropriately invested and any overdrafts minimised.
- To assist the Bursar with the production of management accounts for Senior Management and Governors as required.

Other Responsibilities

- To be proactive in identifying ways to improve the financial management of the School in terms of results, efficiency or controls.
- To be proactive in identifying and investigating any financial anomalies.
- To ensure that the financial details of any loans and leasing arrangements are properly managed.
- To liaise with the School's finance software providers and ensure that the School receives a high standard of service in this regard.
- To assist the Bursar in liaising with the School's brokers on insurance matters and complete claim forms.
- To complete appropriate elements of returns and survey questionnaires.
- To liaise with HR on personnel records.
- To undertake any other duties which may reasonably be required by the Bursar according to the normal practice of an independent school.
- To assist with the front desk, as needed during busy times.

Safeguarding of Children

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Qualifications

Essential

- AAT, CIPP, or similar qualification in accounting practice; alternatively extensive experience to match the same.
- A good higher-level degree; alternatively a good A-Level background with substantial workplace experience.

Desirable

- Chartered Accounting qualification (*e.g.* ACA, CIMA *etc.*) preferred.

Skills & Experience

Essential

- Extensive exposure to accounting and payroll software.
- Significant general accounting knowledge (Sales Ledger, Purchase Ledger and General Ledger).
- Significant payroll experience with knowledge of RTI, HMRC and pension administration.
- Experience with electronic banking, card payment systems and online submissions.
- Ability to perform account reconciliations (*e.g.* bank, control accounts *etc.*).
- A competent ability to use IT, including Microsoft Word and especially Microsoft Excel.

Desirable

- Advanced level Excel skills.
- Experience with auto-enrolment and multiple pension scheme administration.
- Demonstrable understanding of Cost Centre accounting.
- Knowledge of the School's chosen MIS system: WCBS
- Some knowledge of employment law and personnel administration.

Personal Attributes

- Ability to prioritise workload to meet deadlines and targets.
- Ability to work under own initiative.
- Ability to communicate effectively, and in a friendly and concise manner.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.