



## Orley Farm School

*Appointment of Finance Manager*

## **Job Description**

**Title:** Finance Manager  
**Reports to:** Director of Finance

The Finance Manager will liaise regularly with the Director of Finance and will be responsible to her for the day-to-day management and running of the school's accounting function. This includes responsibility for the timely and accurate running and production of the payroll, school fee invoices, purchase ledger, management and statutory accounts, budgeting, forecasting and maintaining the school's financial procedures.

This role is full time, all year round, Monday to Friday, 8:00am to 4:30pm.

### **The Role**

We are looking for a person who is excited by and, who truly connects with the school's values and vision; this role is likely to be the cornerstone in making our ambitious future dreams possible. The successful applicant will need to be dynamic and proactive and able to lead a busy department and satisfy often conflicting requirements in a calm and efficient way. We have a £7 million turnover and the desire to make every pound work for the educational future. Parents work hard to meet fees as they value education – we must keep this at the forefront of our minds in the decisions that we make and way in which we conduct business.

### **Billing Ledger**

- Assume responsibility for the overall structure of the billing ledger.
- Advise the Director of Finance on appropriate fee levels and maintain ledger accordingly.
- Lead on the processing of termly fees and extras charges, leading to the production and distribution of termly fee invoices.
- Ensure accurate processing of receipts.
- Calculate and process monthly and termly direct debit collections. Maintain direct debit function within WCBS PASS.
- Review outstanding balances on a monthly basis and advise Director of Finance accordingly.
- Maintain the debit/credit card reader.
- Lead on the production of letting invoices.

### **Purchase Ledger**

- Assume overall management of the purchase ledger.
- Ensure timely and accurate maintenance of the ledger including registration and processing of supplier invoices.
- Monitor coding of purchase invoices to ensure accurate allocation of expenditure.
- Ensure supplier statements are reconciled and copy invoices are obtained when required.

### **Nominal Ledger**

- Assume overall responsibility for nominal ledger structure and coding.

- Monitor nominal ledger postings and process adjustments as required.
- Production of monthly management accounts pack including variance analysis and year-end forecast.
- Produce monthly written analysis of income and expenditure.
- Prepare monthly and termly financial reports for inclusion in board meeting papers.
- Generation of monthly management reports for budget holders.
- Review weekly/month-end bank reconciliations and present to Director of Finance for signing-off.
- Calculate and process termly fixed asset depreciation.

### **Funding and Cash Flow**

- Advise Director of Finance on investments in school deposit accounts.
- Monitor cash flow to ensure sufficient funding to main school account, petty cash etc. advising Director of Finance on appropriate transfers.
- Perform/review daily cash postings to ensure all relevant ledgers are properly maintained.
- Produce appropriate reports for inclusion in board meeting papers.
- Assume responsibility over petty cash.

### **Payroll**

- Assume overall responsibility for the payroll process ensuring timely production of the school's monthly payroll and ensuring payroll legislation is met.
- Ensure prompt transfer of salary payments to staff bank accounts.
- Maintain salary templates for payment purposes.
- Ensure timely payment of statutory deductions.
- Submit joiner/leaver file to HMRC via online filing.
- Administer Teachers Pension Scheme and support staff pension scheme, submitting appropriate monthly returns.
- Agree year-end balances for income tax, national insurance and Teachers Pension contributions, ensuring appropriate online returns are made.
- Prepare and submit end of year returns to relevant authorities including TPS.
- Prepare and submit annual P11D returns.
- Answer employee payroll queries.
- Monthly reconciliations of payroll control accounts within WCBS PASS.
- Maintain payroll function within WCBS PASS.

### **Banking**

- Liaise with the banks and manage the day to day cashflow.
- Maintain and control electronic bank and BACS services.
- Banking of cash and cheques as required.
- Maintain the reconciliation of the main bank accounts.

## **Management Accounts, Budgets, Forecasting and Annual Accounts**

- Calculate, process and review accruals and prepayments on a monthly basis.
- Analyse nominal ledger and process appropriate adjustments for statutory reporting.
- Prepare monthly management accounts pack and maintain KPI's.
- Prepare year-end financial accounts and relevant back-up documentation for annual audit (Orley Farm School, Orley Farm School Enterprise Limited and South Hill Estates).
- Preparation and submission of Orley Farm School Enterprise Limited dormant accounts.
- Liaise with school auditors as necessary.
- Monitor reporting requirements and adjust financial schedules accordingly.
- Prepare school's annual budgets and forecasts in conjunction with the Director of Finance.
- Circulate budget notifications to budget holders to notify them of their annual budget and monthly updates.
- Calculate and advise levy charges for South Hill Estates residents and monitor levy collections and process Estate expenses.

## **WCBS PASS**

- Act as lead for the school's accounting software.
- Ensure WCBS PASS is utilised to its full capabilities, advise and train staff where appropriate and advise Director of Finance on additional modules.
- Explore the Commitment Ledger and integration into school's procedures.
- Lead on the development of invoice processing procedures.
- Maintain and develop the school's fixed asset register.

## **Other Responsibilities**

- Assume overall responsibility for the day-to-day running of the school accounting function including its integrity and security.
- Provide the Director of Finance with financial/payroll information and analysis as required.
- Assume responsibility for the structure of accounting ledgers and codes.
- Maintain the archive of historical accounts files and security of accounts office, sensitive documentation and petty cash.
- Advise Director of Finance on internal accounting procedures, amending existing procedures and implementing changes and new procedures as required.
- Monitor, maintain and update the school's accounting procedures manual to cover all financial routines.
- Act as a line manager to two Accounts Assistants, monitoring workloads, working practices and professional development. Advise Director of Finance accordingly. Conduct annual appraisals with Director of Finance. Standing in for absent accounting staff.
- Attend weekly school briefing, weekly accounts team meetings, weekly head of department meeting and other meetings when required.
- Carry out ad hoc tasks as requested by the Board of Governors, Headmaster, Director of Finance or Director of Operations.

- Prepare and submit annual returns for Companies House (Orley Farm School, Orley Farm School Enterprise Limited and South Hill Estates).
- Prepare and submit annual census and survey data.

### **Person Specification**

The Director of Finance is seeking to appoint a Finance Manager with commitment and the highest level of personal integrity who will work with all members of the Orley Farm School community. Candidates must be able to demonstrate excellent judgement, outstanding communication and organisational skills and good managerial capabilities. The successful candidate will ideally have the following skills and experience:

### **Experience**

The successful candidate must have a proven and successful background in finance. Experience of working in a School is desirable. The ideal candidate will have the following characteristics:

- Excellent organisation skills with the ability to understand and manage detailed information.
- Be a dynamic, proactive individual able to work in a busy environment, satisfying conflicting requirements in an efficient way.
- Previous payroll experience is essential.
- Experience in using WCBS PASS is desirable.
- A practical, systematic and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
- A high degree of personal integrity; trustworthy and reliable, being able to deal with confidential information on a routine basis in a totally discrete manner.
- Track record of working successfully with a diverse range of stakeholders.
- Experience of working with regulations.
- Computer literate and a confident user of IT for communications, financial and management purposes.
- An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School.

### **Qualifications**

- Essential to have a good level of education.
- Desirable to be CIMA/ ACCA/ACA or AAT qualified.

### **Personal Attributes**

- A strong understanding of all financial and commercial matters.
- Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions.
- Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.

- Personal strength of character through transparency, integrity and fairness. Has a strong sense of personal accountability.
- Ability to lead a small team.
- Strong listening and communication skills, both written and oral.
- Personal energy and enthusiasm, with a positive outlook.
- A capacity for strategic thinking but also a strong grasp for detail.

### **Remuneration Package and Terms of Employment**

- Salary will be competitive dependent on experience and qualifications.
- The normal hours of work are 40 hours per week from 8.00am to 4.30pm with a 30 minute unpaid lunch break. However, at peak periods it is not unusual for working hours to be longer, particularly prior to the annual audit. These additional hours do not attract salary.
- 25 days of annual leave are available to be taken in the school holidays or such other times agreed by the Director of Finance.
- Membership of a Pension Scheme.
- The opportunity to select and attend relevant training courses.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of one months' notice on either side.
- Breakfast and lunch are provided free of charge in the school's dining hall during term time.

### **The Application Process**

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken.

Applications should consist of a covering letter, the school's application form and a CV. Please email these directly to Purvi Patel, HR Administrator, at [HR@orleyfarm.harrow.sch.uk](mailto:HR@orleyfarm.harrow.sch.uk) or by post to **Purvi Patel, HR Administrator, Orley Farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU**. If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

**Closing date for applications is: 12:00 noon on Wednesday, 21<sup>st</sup> October 2020**

**First round Interviews: Monday, 2<sup>nd</sup> November 2020 via Zoom**

**Second Round Interviews: Thursday, 5<sup>th</sup> November 2020 carried out on site,  
subject to government guidelines**

First round interviews will take place on Monday, 2<sup>nd</sup> November 2020 with Trishna Vaid, Director of Finance and Purvi Patel, HR Administrator, via Zoom.

Second round interviews will be with Trishna Vaid, Director of Finance and John Shakespeare, Director of Operations. The interview process will include short tasks and an opportunity to meet with the rest of the Accounts team with social distancing in place, subject to government guidelines.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

