

**APPOINTMENT OF**  
Finance Manager  
April 2024



**ORLEY FARM**  
SCHOOL







'It takes a village  
to raise a child'

## Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best.

However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!



In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision. Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents!



I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,

Headmaster



Orley Farm School was founded in September 1850 by Mr Edward Ridley Hastings. Mr Hastings had previously been employed as a tutor, but with encouragement from Dr Vaughan, the great Headmaster of Harrow School, he formed a preparatory School so boys did not have to “enter Harrow too early”.

A new classroom block was added. 1973 saw the addition of the Gardner building, and in 1977 phase one of the Sports Hall complex was completed, with the addition of a gymnasium in 1981. Two major changes were also brought about in 1978; the Pre-Preparatory department was opened to educate boys from four to seven years. Then in 1984, a year after St George’s Hall was finished and 133 years after the first boarders, Orley Farm ceased to be a boarding School and the dormitories were converted to classrooms.

That year also saw the Official Grant of Arms made through the College of Heralds, and in May 1985 the emblazoned Orley Farm School scroll was put on display in the corridor of St George’s Hall. The arms and crest have three historical sources: (1) the stag holding an oak leaf is the Trollope family crest; (2) crossed arrows and a silver laurel wreath are included on the Harrow arms, and (3) the “Hurst” of oak trees on the shield and sprig of oak in the badge refer to the Gardner family. The motto, Haec cogitate, “think on these things”, comes from St Paul’s letter to the Philippians’.

In 1990, there were more changes, most important of these was the admittance of girls to the School in 1994, adding another dimension to Orley Farm’s long and varied history. In 1995, a new Pre-Preparatory department was built, followed in October 1996 by the opening of the all-weather pitch and Quadrangle development. Finally, as the School’s approached its 150th birthday in 2000, a state-of-the-art music faculty was completed.



**Orley Farm School:  
Aiming for excellence  
in all we do!**

## ORLEY FARM HISTORY







## ORLEY FARM ETHOS

At Orley Farm we pride ourselves in providing a challenging environment to stimulate and develop lively and inquiring minds.

We encourage all pupils to reach their true potential and eventually become individuals who value learning with and from others, as a life-long process. Independence of thought and action is encouraged, together with application, perseverance and initiative.

The curriculum is broad-based in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide skills to equip students for their next school and further. We aim for our pupils to enter the rapidly-changing world of work and leisure as active and confident participants.

Everyone at Orley Farm works to create an atmosphere in which pupils feel secure and valued and encouraged to progress academically and socially. We try to develop in them a sense of moral values, especially respect for others and their property, which will enable them to become responsible and considerate members of any community.

**‘Focus on the journey,  
not the destination.  
Joy is found not in  
finishing an activity  
but in doing it.’**







Positive staff mental health and wellbeing are essential ingredients for cultivating a mentally healthy school.

Positive staff mental health and wellbeing at Orley Farm is all about flourishing and thriving at school, work and beyond. We give our pupils and staff the happiness advantage by drawing on the principles of Positive Education.

Positive Education is the practical application of Positive Psychology within an educational setting combining best-practice teaching and pastoral care with the science behind happiness and wellbeing. We strive to equip our whole school community with positive mental health strategies through continuous professional development alongside their personal development and growth.

Here at Orley Farm, we view professional growth as a protective factor in staff wellbeing and value the positive impact that continued learning has on mental health and wellbeing.

Three core pillars drive through the heart of the school ensuring pupils have a balanced approach to their school life. Hand in hand academia, co-curriculum and pastoral care form 'The Orley Farm Way.' They are woven into the fabric of the school and the exceptional pastoral care that the school provides enables children to foster a strong sense of 'self', 'belief' and 'purpose.'





The Thinking Skills are at the heart of school life.

# LIFE TIME OF LEARNING



Ambition



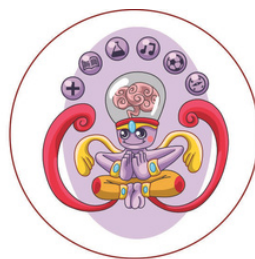
Creativity



Curiosity



Empathy



Flexibility of Mind



Focus



Good Judgment



Initiative



Resilience



Risk Taking







# THE ROLE

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.

## 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.

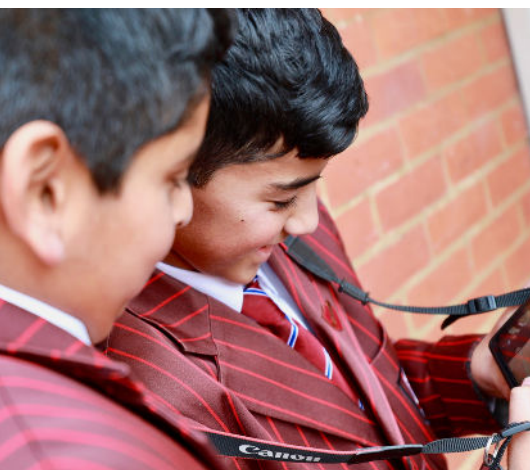
## Duties and Responsibilities

### 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 iFinance.
- 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.

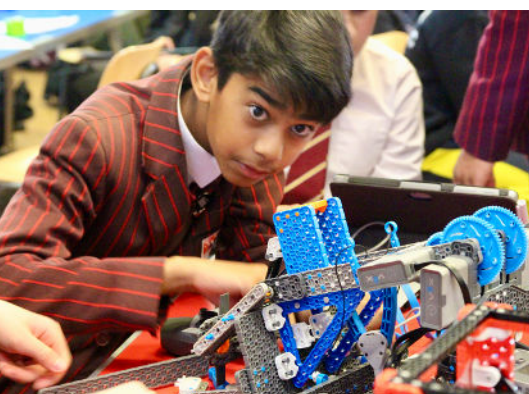
## Funding and Cash Flow

- 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/iFinance

- Act as lead for the school's accounting software.
- Ensure WCBS PASS/iFinance 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.





Due to its varied nature, a flexible and adaptive approach is required for the role. The following list is indicative of the likely areas where most time will be spent; however, it is not intended to be exhaustive. The post holder is therefore expected to undertake such other duties within their capabilities and that may be required by the Headmaster, Director of Finance and the Director of Operations.

- The normal hours of work are 40 hours per week from 8.00am to 4.30pm with a 30 minute unpaid lunch break, all year round. 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.
- 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

Salary will be between £40,000 - £45,000 and will be dependent on experience and qualifications.

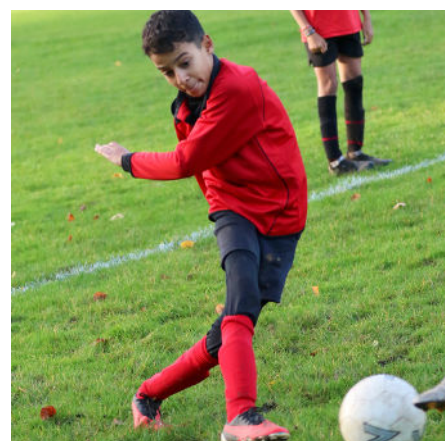
The job description may also be amended from time to time, employees will be consulted if this is necessary.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

References will be obtained prior to the interview on all shortlisted candidates. Orley Farm School will carry out Online checks as part of its due diligence on shortlisted candidates.

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, Online Checks by a third party professional screening partner (SP Index) and the Disclosure and Barring Service (DBS).







## 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 and iFinance 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 qualified by experience.

### 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 and line manage a small team which consists of two Accounts Assistants.
- 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.

### Training

- Training will be given on software packages.
- The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.



The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report their concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application and a background online digital presence check by a third-party professional screening partner, SP Index ([www.sp-index.com](http://www.sp-index.com)). More information can be found in our Recruitment Selection and Disclosures Policy and Procedures and our Recruitment Privacy Notice.

**Orley Farm School:  
Aiming for excellence  
in all we do!**

## BENEFITS



COMPLIMENTARY LUNCH  
during term-time



USE OF OUTDOOR SWIMMING POOL  
in the summer at designated times



COMMITMENT TO PROFESSIONAL  
DEVELOPMENT



FEE REMISSION FOR CHILDREN  
OF ALL STAFF  
after probationary period



EXCELLENT TRANSPORT LINKS  
& ON-SITE PARKING



COMMITMENT TO POSITIVE  
MENTAL HEALTH & WELLBEING  
for staff and pupils



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

## THE APPLICATION PROCESS

Suitability for the post will be measured through the application form, supporting evidence, e.g. certificates, the interview process and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. These must be originals, photocopies or certified copies are not sufficient. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of the School's application form and a covering letter. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications, a full employment history and the names, addresses, and contact details, including e-mail addresses and contact numbers of two professional referees, one of whom should be the Head of your present or most recent school. Please note any previous employer may be approached by the School.

All application forms should be e-mailed to Purvi Patel, HR Manager, at: [HR@orleyfarm.harrow.sch.uk](mailto:HR@orleyfarm.harrow.sch.uk)

If you have any questions or would like to discuss the role further, please contact Purvi Patel on [020 8869 7602](tel:02088697602).

References will be obtained for all shortlisted candidates. Online Checks will also be conducted prior to the interview process.

All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

*Applications will be considered as they are received and candidates may be interviewed before the closing date. Orley Farm School reserves the right to withdraw the position if an early appointment is made. Early applications are strongly encouraged.*







Orley Farm School  
South Hill Avenue  
Harrow on the Hill  
Middlesex, HA1 3NU

Tel: +44 (0)208 869 7600  
[www.orleyfarm.harrow.sch.uk](http://www.orleyfarm.harrow.sch.uk)

