

## Finance Manager

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### Reporting to:

The Bursar

### Overview:

Gayhurst School is recruiting a Finance Manager to manage all financial functions of the school comprising sales ledger (mainly fees), payroll and purchase ledger. You will report to the Bursar and work closely alongside our Finance Assistant and other members of the School office team. The Finance Manager will be an experienced finance professional who is well organised and methodical.

The post is full time, throughout the year and is part of the admin team; applications for part time throughout the year will also be considered. The role will also involve assisting the team with the smooth running of the school office.

### Main Duties and Responsibilities:

- Ensuring billing and collection of School fees is carried out in a timely and accurate manner.
- Process all income for extras, school trips, use of school facilities and other events.
- Operate procedures and systems for controlling, recording and processing expenditure transactions.
- Payroll administration including pension providers and HMRC liaison.
- Banking & bank reconciliation
- Accounting for all assets and capital project expenditure.
- Report production/financial returns as required including monthly and/or termly management accounts and KPIs.
- Assist the Bursar in preparation of annual budgets
- Support Heads of Department in managing their budgets, ensure consistent use of purchasing procedures
- To assist in preparing annual accounts, ready for audit by an external audit company in conjunction with the Bursar.
- To meet and work with the appointed auditors, in conjunction with the Bursar.
- To operate procedures and systems for controlling, recording and processing income and expenditure transactions
- To work to support the Bursar and School office with general office administration.

### Skills & Attributes:

### Qualifications/Experience:

- Extensive finance experience
- Meticulous bookkeeping, purchase ledger management and payroll administration skills
- Work to a high standard whilst meeting deadlines
- Bank reconciliation and creation of management accounts
- Previous experience of working in a school environment would be beneficial.
- Knowledge of any of the software packages iFinance, iSAMS and IRIS payroll would be beneficial.

**Personal Attributes:**

- Well organised and with attention to detail
- Excellent communication skills, friendly and professional approach to all stakeholders (parents, pupils and colleagues)
- The ability to work well within a small team but also to work proactively on their own initiative
- Commitment to continuing professional development
- A commitment to the welfare and safeguarding of children.

**Salary & Benefits:**

- Salary will be competitive and subject to experience
- Holiday entitlement of 30 days per annum plus bank holidays
- Lunch provided free of charge during term time.
- Onsite parking
- Life assurance

The Post is subject to suitable Disclosure and Barring Service check, health questionnaire return and references. Safeguarding and promoting the welfare of children is at the heart of everything we do and Gayhurst School expects all staff and volunteers to share this commitment.