

NORTH WEST LONDON JEWISH DAY SCHOOL

Finance Manager (Maternity Cover/Fixed Term Contract)

CLOSING DATE 8th July 2022
JOB TITLE FINANCE MANAGER (Mat Cover/FTC)
GRADE

Knowledge / Qualifications

- 1.1 Accountancy qualification (AAT, ACCA, ACA or other)
- 1.2 Knowledge of the financial workings of a school
- 1.3 Extensive knowledge of budget management and accounting techniques
- 1.4 Knowledge of, or willingness to learn, a range of computer applications including financial management systems

Experience

- 2.1 Experience of budget monitoring and account reconciliation
- 2.2 Experience of producing standard financial reports
- 2.3 Experience of undertaking a range of clerical and administrative duties, including data input and retrieval

Skills & Abilities

- 3.1 Ability to work in an organised and methodical manner
- 3.2 Ability to maintain efficient record keeping systems
- 3.3 Ability to drive the production of accurate records and reports as required
- 3.4 Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- 3.5 Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- 3.6 Ability to show sensitivity and objectivity in dealing with confidential issues

Personal Qualities

- 4.1 Ability to demonstrate commitment to Equal Opportunities
- 4.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.3 Work as part of a team and communicate with Headteacher, Staff, Parents, Governors and Trustees

Role / Responsibilities

- 5.1 Ongoing general bookkeeping tasks including invoice entry, ordering, payments processing, credit control and filing.
- 5.2 Preparation and submission of annual employee salary statements.

- 5.3 Dealing with and responding to pension queries from staff members and pension provider.
- 5.4 Stakeholder management responsibilities with school caterer, including invoicing, coordinating contract negotiations and potential tendering/procurement process
- 5.5 Ongoing financial analysis of school's secondary activities e.g. School Clubs, private nursery provision etc.
- 5.6 Co-ordination of monthly payroll run including liaising with Head Teacher and third-party payroll provider.
- 5.7 Preparation of monthly management accounts for review by Finance & Audit Committee and approval by Chair of Finance and Chair of Governors
- 5.8 Petty cash analysis and management.
- 5.9 Support and assist the termly co-ordination of Finance & Audit Committee meeting incl preparing agenda and meeting materials
- 5.10 Performing monthly bank reconciliations and investigating any discrepancies.
- 5.11 Ongoing review of bank and credit card statements and analysis.
- 5.12 Preparing and posting journals/accruals/prepayments to financial ledger.
- 5.13 Preparation and submission of VAT return and Gift Aid claim to HMRC
- 5.14 Lead the response and co-ordination of external Audit process (year-end and interim) – run the fieldwork, response to audit queries, preparation of response to Management letter and chair final audit review meeting.
- 5.15 Preparation of 3-year BFRO school budget for review and approval by Finance & Audit Committee and Governing Board and submission to ESFA
- 5.16 Preparation, review and submission of key ESFA submissions, including termly Nursery Headcount, SEND Income, AAR
- 5.17 Ongoing communication and liaising with CST in relation to security funding.
- 5.18 Management of pensions auto-enrolment process (every 3 years)
- 5.19 Preparation and submission of key Companies House requirements including Annual Accounts, Annual Return, maintenance of company register etc
- 5.20 Response to ad-hoc financial related queries from Head Teacher, Finance & Audit Committee and Governing Board members.