



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 2-18

Job Description for Finance Manager

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.

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| Background on the School | Walthamstow Hall is a successful and flourishing independent day School for girls aged 2 – 18 years. |
| Summary of the role | The School is looking to appoint an accountancy qualified Finance Manager to lead the Finance Team and to support the Bursar. Reporting to the Bursar, the position is responsible for the management of the day-to-day running of the Bursary, ensuring that the main accounting records (payroll, fees, purchase ledger, fixed assets, nominal ledger, cash books) for the School are maintained in a timely, accurate, transparent, and consistent basis. Preparing the accounts and returns for the School and managing, motivating, appraising, training and developing the Finance Team. |
| Commencing from | January 2025, or earlier by negotiation |
| Reporting to | The Bursar |
| Responsible for | Payroll Manager Purchase Ledger Clerk Finance Assistant |
| Main duties and responsibilities | <ul style="list-style-type: none">• Manage and develop the existing Finance Team to ensure it operates efficiently and effectively. |

- Responsible for the extraction of information from the ledgers to produce trial balances and budget reports and the production of the annual accounts, preparing Statements of Financial Activity (SOFA), and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Liaising with external auditors, coordinating the annual audit visit, through to sign off by the Governing Body.
- Preparation of financial plans and budgets including 5-year forecasts and the timely preparation of monthly management information for review by the Bursar, Headmistress, and Finance Committee. Ensuring these are accurate and support the needs of the School.
- Maintenance of Restricted and Endowed Funds.
- Ensuring all income and expenditure is accurately processed and controlled and ensuring appropriate controls are in place to safeguard the assets of the School.
- Ensure the School's payroll operates effectively and the School complies with appropriate statutory regulations.
- Attend Governor Finance Committee meetings.
- Overseeing the preparation of the fee accounts, the accounting entries for the receipt of money, the monitoring of the purchase ledger and the payroll, including the linking of these with the nominal ledger.
- Providing oversight of, and assistance with, revenue recovery through appropriate debt collection.
- Liaising with staff, in order to promulgate relevant financial information and providing guidance in the use and control of budgets.
- Maintenance of excellent relationships with the School's Banks; act as a signatory on all working bank accounts.
- Development and enhancement of financial and management reporting systems.
- To be proactive in identifying ways to improve the financial management of the School in terms of results, efficiency and controls.
- Management of insurance including the submission of insurance claims.
- Oversight of utilities contracts, including the purchasing of electricity, gas, and water.
- Advising on taxation generally, including covenants from subsidiary companies to the parent charity and, where appropriate, ensure compliance with regulations for VAT.
- Advising on the financial implications of the charitable status of the School.
- Dealing with the School's income tax and rating assessments.
- Operation of an Advanced Fees Scheme.
- Undertake ad-hoc project work when requested.

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| <p>Salary and Benefits</p> | <ul style="list-style-type: none"> • Salary from £45,000 per annum dependent on experience and qualifications. • School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements. • The full-time holiday entitlement is 25 days plus public holidays per annum. • Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office). • Refreshments/meals during working hours. • Cycle to Work Scheme. • Salary exchange (Pension). • Use of the School's Fitness Room and Swimming Pool (at allocated times). • Free onsite parking. |
| <p>Hours</p> | <p>Full time, 40 hours per week, all year round</p> |
| <p>Skills/Knowledge/Experience</p> | <ul style="list-style-type: none"> • An appropriate financial qualification (ACA, ACCA, CIMA) which assumes strong technical financial and management account skills (Essential). • Recent relevant accounting experience and the ability to lead, manage and develop the Finance team (Essential). • Knowledge of charities legislation (Essential). • Working knowledge of the statutory regulations relating to PAYE, Revenue Exemptions, VAT, and Gift Aid (Essential). • Ability to prioritise work and to work to tight deadlines, organised with a methodical approach to work and a keen attention to detail (Essential). • Strong numeracy, analytical and literacy skills (Essential). • Detailed knowledge of MS Excel and spreadsheets (Essential). • Ability to interpret and apply relevant legislation (Essential). • Excellent communication and interpersonal skills (Essential). • Ability to present complex financial information in a way that is accessible to the non-specialist (Essential). • Strong commercial knowledge (Essential). • Experience of working in a School and/or independent School environment (Desirable). |
| <p>Safeguarding Requirements</p> | <p>All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in</p> |

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| | the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity. |
| Health and Safety | Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. |
| You may also be required to undertake such other comparable duties as the Headmistress requires from time to time. | |

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain, detailing how your skills, knowledge and experience match the School's requirements for the post of Finance Manager.
- Email your application and letter to: hr@whall.school
- Hard copies may be given to:
Human Resources
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Monday 4 November 2024 at 12.00 noon.

Interviews will take place on Friday 8 November 2024.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews. Please note that the Headmistress is not a referee for internal applications.

October 2024