



CHRIST'S
SCHOOL

APPOINTMENT OF FINANCE MANAGER

Required for September 2025

Closing date: 9am, Monday, 12th May 2025
Interviews to follow thereafter

Christ's School, Queen's Road, Richmond upon Thames, TW10 6HW.
Tel: 020 8940 6982 e-mail: hr@christs.school
www.christs.richmond.sch.uk



CHRIST'S SCHOOL



April 2025

Dear Candidate

Thank you for your interest in the position of Finance Manager at Christ's School.

Christ's School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education. We are proud to be a Regional Hub School for Pivotal and have achieved their Gold Award in recognition of our work in this area.

Our results continue to go from strength to strength. We were particularly pleased with our 2021 Ofsted inspection. This was a section 8 inspection, and as such, the overall grading cannot change and so we remain a 'Good' school. The inspection recognised the significant progress we have made as a school since our last Ofsted in 2016. The inspectors captured our ethos and unique identity very quickly during their inspection, and the dedication our staff have to ensuring students are valued and celebrated every day, was recognised so strongly. "Pupils say being at Christ's School is like belonging to a large family. They want to achieve their best. Pupils are happy and feel very safe here [and] are proud to be members of this school. The school welcomes and values all pupils. Pupils behave well. They respect each other and show kindness and consideration to all" and "staff are proud to work at the school". Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners.

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned by **9am on Monday, 12th May 2025**. Interviews to follow thereafter.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

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

Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks those details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon (Mrs)
Headteacher

Job Description

Job: Finance Manager

Grade: NJC - PO7 point 43 (range 43 -46)

Salary: FTE = £55,620 - £58,631 starting salary from £43,454.46(actual)

Hours: Part time - 30 hours a week / 42 weeks a year (+6.43 holiday weeks paid)

Contract type: Permanent (following probation)

Reporting to: Headteacher

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential
- have a life-long curiosity and passion for learning
- are creative thinkers, capable of taking risks in their learning and of studying independently
- are spiritual individuals, compassionate and sensitive to the needs of others and of self
- embrace diversity and have a commitment to equality and inclusivity
- are considerate, polite and always act respectfully towards others
- develop personal qualities of leadership, courage, integrity, resilience and determination
- make a positive contribution to their community and to society as a whole
- are team players, who work collaboratively to achieve shared goals
- feel comfortable socially and express themselves confidently in a range of situations.

Job Purpose:

Under the direction of the Headteacher, the Finance Manager is responsible for providing strategic leadership and management of all aspects of Budgeting and Finance. They will be responsible for financial oversight at the school. They will lead, operate, maintain and develop the financial procedures and systems of the school in cooperation with the Leadership Team.

Key Accountabilities:

1. Budgeting

- In partnership with the Headteacher, set and manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the Draft and Final budgets, the School Financial Values Survey, termly budget spend reports and other documents as required for approval to the Governing body and attend the Finance Premises and Staffing and meetings of the Governing body
- Monitor the budget all year round, including thorough analysis of comparative benchmarks. Advise the Headteacher and Governors where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher and governors to make strategic, long-term decisions
- Assign delegated budgets; manage tight spending rules and procedures around these budgets; ensure budget holders have insight into their budgets and a clear understanding of their role and responsibilities; liaise with budget holders to ensure any issues are addressed
- Maintain a current budget to inform the school's expected outturn and ensure any discrepancies with the original budget can be explained
- Liaise with the local authority and / or diocese with respect to the various delegated budgets/income and grants and cooperate with local school surveys that will impact decisions of the Local Authority and the Schools Forum

2. Financial Propriety and Compliance

- Ensure the school has appropriate financial systems in place. Manage all aspects of the school's financial systems in accordance with national and local policies alongside Governors' agreed policies, financial scheme of delegation and timetable across all accounts (i.e. the school's main account, voluntary account and School Fund)
- Ensure accurate financial records are maintained and retained in accordance with HMRC/Audit record retention schedules, ensuring information security and confidentiality at all times
- Comply with all national and local authority financial reporting requirements and submit statutory returns
- Ensure all staff members have a clear understanding of the school's financial rules and responsibilities, in particular Senior Leadership Team members
- Ensure a clear separation between the school's main account (school's budget share), voluntary account and School Fund
- Co-operate, manage and initiate as necessary audits of the main account, voluntary (aka "unofficial") account and School Fund
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered

3. Capital Funding and VAT compliance

- Liaise with the Diocesan Board of Education in respect of capital funding (both Devolved Formula Capital (DFC) and Voluntary-Aided schools and School Condition Allocation (VA-SCA)) to ensure that the capital works necessary to keep the school buildings in pristine condition are undertaken
- Comply with all necessary legislation relating to capital funding and VAT as it applies to Voluntary-Aided schools
- Ensure the accuracy, legitimacy of monthly VAT claims made to the local authority as part of the school's monthly reports and reconcile reimbursements

4. Accounts Payable and Cash Flow Management

- Oversee school bank accounts on a day-to-day basis and oversee the efficient requisition-to-payment process, ensuring invoices are paid promptly
- Ensure sound cash flow management
- Ensure any cash is banked to the correct accounts
- Manage the school's Petty Cash payment cards

5. Accounts Receivable and Fundraising

- Oversee the school's collection of funds from parents of existing students (Bromcom), other members of the school community (via Sumup, Stripe, Charities Aid Foundation) and third parties (via sales invoices)
- Oversee all financial aspects of school trips and visits, including residential, in particular as it relates to trip budgeting, parent contribution setting, debt collection, financial support allocation, currency cards
- Oversee the management of the school's lettings offer to maximise income from this source and invoice hirers as appropriate
- Ensure all invoices are raised in a timely manner, including where relevant between accounts
- Ensure all money owed is tracked and collected in a timely manner
- Promote electronic means of payment for all accounts and support staff in collecting funds electronically, whether for fundraising for third parties or the school events
- Book and reconcile all funds received via the various platforms to the accounting systems used for the school's main account (Access Finance), voluntary account (Xero) and the school fund (Xero)
- Oversee the school's fundraising and income generation strategy, choosing fundraising priorities (donations, grants, sponsorship, etc) in line with the school improvement plan
- Ensure HMRC gift aid claims are completed regularly, both directly and via the Charities Aid Foundation
- Maintain and account for various restricted funds on the main account, the voluntary account and the school fund

6. Procurement

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money, either directly or by supporting the budget holder or assigned project lead
- Ensure contracts and tender documents are retained in line with financial regulations

7. Payroll and Pensions

- Verify payroll and pension contractual and temporary elements for accuracy every month before the payroll provider deadline, in close cooperation with the HR manager. Alert the payroll provider and HR manager of any discrepancies in a timely manner
- Reconcile payroll payments to the budget every month and highlight / address any discrepancies and variations

8. Team management

- Line manage the two finance officers and ensure the effective and efficient operation of the finance team, delegating tasks to the finance officers where appropriate and providing continuous training and support
- Guide and coach a separate member of staff as it relates to their part-time fundraising responsibilities

The Finance Manager is expected to attend the Senior Leadership Team weekly meetings on a Wednesday.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification

<u>CRITERIA</u>	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>					
A levels	√			√	
Honours degree or equivalent		√		√	
Accountancy qualification		√		√	
In sympathy with the Christian values of the school	√			√	
A commitment to the protection and safeguarding of children and young people	√			√	√
A commitment to working to our safeguarding policies regarding Keeping Children Safe in Education	√			√	√
<u>EXPERIENCE</u>					
Relevant work experience in a secondary school or similar sized environment		√		√	√
Experience working with Access Finance and Xero (in particular as it relates to the use of tracking categories to manage restricted funds)		√		√	
Experience of working with Bromcom (Schools Management System), in particular as it relates to parent payments		√		√	
Experience in the management and promoting the use of various electronic payment systems (Sumup, Stripe, Charities Aid Foundation, Caxton for trip currency and petty cash cards)		√		√	
Experience in financial management and administration	√			√	
Experience working with senior staff in presenting detailed data in a summarised and clearly signposted manner		√		√	√
<u>KNOWLEDGE AND UNDERSTANDING</u>					
Knowledge of best practice and procedures for safeguarding children	√			√	√
Excellent knowledge and understanding of working with senior managers / leaders, ideally in an education setting	√			√	√
Knowledge of requirements to fulfil statutory duties in terms of financial reports to the local authority, Diocese and Dept. of Education		√		√	√

Can manage risk safely, wisely and effectively	√			√	√
Knowledge and experience of setting and monitoring substantial budgets, ideally in an education setting	√			√	√
<u>SKILLS AND APTITUDES</u>					
Well-developed oral and written communication skills	√			√	√
Able to plan and organise effectively	√			√	
The capacity to make decisions based on sound judgements	√			√	√
Ability to work independently and as part of a team	√			√	√
Able to work under pressure in a busy environment	√				√
Skills to manage own time and resources well	√			√	√
Excellent project management skills	√			√	√
Can lead and manage people effectively	√			√	√
Strong strategic planning skills	√			√	
Be able to access, analyse and interpret information	√			√	√
Excellent communication skills orally and written	√			√	√
Capable of contributing to a school development plan	√			√	
Can plan, lead and organise changes within the school	√			√	
Very competent ICT skills	√			√	√
The capacity to make decisions based on sound judgements	√			√	√
Evidence of innovative practice	√			√	√
Ability to work to deadlines	√			√	
Ability to build up contacts and draw on advice and support	√			√	√
<u>PROFESSIONAL QUALITIES</u>					
Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community	√			√	√
Communicates with enthusiasm and energy	√			√	√
Committed to the continuing professional development of self and others within the school	√			√	