



## **Finance Manager Application Pack**

**Application Forms**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Tel: 01628 625308 | Fax: 01628 782257

## Finance Manager To start at the earliest opportunity

Permanent 37 hours a week full-time, or part-time hours -

We will consider applications from candidates looking for flexible working, a full year-round post or term-time only plus some work during the school holidays.

Actual salary depending on experience £38,342 - £42,307 FTE

We have an exciting opportunity for a Finance Manager to join our small and friendly finance team.

Ideally, you will be a qualified accountant or have a strong background in financial management. Experience of working in an educational environment would be advantageous but is not essential. The successful person will line manage two finance support staff and report to the Head of Finance and Operations.

As Finance Manager, you will be a confident communicator and enjoy working collaboratively. You will have excellent attention to detail, be proactive and proficient in IT skills, especially with Microsoft Excel.

In addition, if you have strong organisational skills and are self-motivated, can work independently to meet deadlines and key deliverables, we would love to hear from you!

The role includes:

- Responsibility for preparing budgets and financial and management reports for the school.
- Fulfilling statutory accounting functions for year-end audit.
- Dealing with the management accounts and budgets
- Co-ordinating the annual audit.
- Overseeing bank accounts, petty cash and credit cards.
- Managing a finance team of two.
- Dealing with the expenditure in relation to the school's budget and producing monthly management reports.
- Checking and reconciling the payroll reports; the payroll service is contracted-out.

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1500 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Generous leave, 28 days holiday, rising to 29 days in April (including 3 days between Christmas and the New year) plus bank holidays, for a full year-round post. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site and we have free onsite parking. All staff have access to an employee advice programme which offers information, resources and a counselling service. We reward long service and encourage community spirit and staff involvement through various social events. Tea and coffee are free, and freshly brewed coffee is available in the main staff room at break times with edible treats to help you through the week!

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to [Kiran.smith@furzeplatt.net](mailto:Kiran.smith@furzeplatt.net). Only applications submitted on the **school application form** will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Ongoing  
Interviews will take place as and when suitable applications are received

# Finance Manager

<b>Line Manager:</b>	Head of Finance and Operations
<b>Line Manager for:</b>	Deputy Finance Manager, Finance Assistant
<b>Main Purpose of Role:</b>	To provide effective, accountable and consistently high-quality financial management. Line management of the Finance Team. Provide sound financial support to the Head of Operations, SLT and other senior staff as required. Able to authorise expenditure according to delegated authority.

## Main Responsibilities:

1. Establish, maintain and develop efficient systems for budgeting, financial administration, cash flow forecasting and year end accounts. Maintain systems and procedures such that financial transactions are processed in a timely and efficient manner in accordance with the school's financial regulations.
2. Support Head of Finance and Operations in developing the wider financial strategy of the school. Maintaining a full grasp of available funding streams to ensure funding opportunities are maximised. Keep abreast of financial developments across the academy and charity sectors.
3. To lead the interim and year-end audit and preparation of annual accounts in line with the statutory financial reporting requirements. To prepare financial records for year end, liaising with auditors as required, and ensure financial records are accurate.
4. To work closely with Head of Finance and Operations to complete the annual budget planning process including 3-year plan, incorporating strategic information linked to the School Improvement Priorities. To prepare documentation for the Head Teacher, Governors Resources Committee and FGB, to allow them to approve the budget in an informed manner.
5. Supervise and line manage the Finance Team.
6. To manage and be responsible for the preparation and to assist in the submission of ESFA Reports including Annual Accounts and Budget Forecast Returns.
7. Responsible for preparation of timely, accurate and informative full month end budget monitoring reports for Head of Finance and Operations, Head Teacher and Governors, identifying areas of over or under spend and to advise on possible remedial action.
8. To manage and oversee the accurate recording of teacher and support staff salaries. To reconcile monthly payroll figures and liaise with HR/Payroll provider to resolve material errors / discrepancies prior to approval by Head of Operations. To prepare adhoc Human Resources and staffing reports including teacher salary reviews.
9. To lead on curriculum efficiency process and reporting thereof to the Head of Finance and Operations and Head Teacher.
10. To review and develop the school's finance policy and procedures ensuring all relevant staff are appraised of any changes. To promote best practice by staff in all aspects of financial control within the school.
11. Work closely with the Head of Operations to analyse and obtain best value for services supplied to the school, including proactive review of contracts, where appropriate.
12. Act as the central contact for insurance claims and assist the Head of Finance and Operations in insurance negotiations and insurance review.
13. Maintain a comprehensive fixed assets register.
14. To maintain a register of contracts and maintenance agreements leading on contract reviews and renegotiations as appropriate.
15. To maintain confidentiality of all staffing and other sensitive information and promote within the finance team. To take a proactive stance to ensure there is a robust protection of the school against fraud.
16. Ad-hoc analysis and reporting as required by the Head of Finance and Operations.

## OTHER

Carry out one thirty-minute break duty each week  
Occasional reporting to SLT and Governors meetings

<p>This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.</p>	
Name:	Signature:
Date:	

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## Person Specification: Finance Manager

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 GCSEs including Maths and English (or equivalent).</li> <li>Educated to A Level (or equivalent).</li> <li>Accountancy Qualification – ACCA, ACMA (or equivalent).</li> <li>Microsoft Office skills, particularly Word and Excel.</li> <li>Eligible to work in the UK.</li> </ol>	✓   ✓ ✓	  ✓ ✓	Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Working in a Finance environment either within or outside of education.</li> <li>Establishing and maintaining effective working relationships at all levels</li> <li>Using finance software packages.</li> <li>Creating and working with spreadsheets.</li> <li>Working in a pressurised environment with competing deadlines.</li> <li>Working with external auditors.</li> <li>Managing a team of finance staff.</li> </ol>	✓ ✓ ✓ ✓ ✓	    ✓ ✓	Application form and interview
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Specialist knowledge of financial accounting practice.</li> <li>Excellent communication skills (written and verbal) and the ability to listen and communicate confidently, effectively and sensitively at all levels within and outside of the organisation.</li> <li>Strong organisational and time-management skills.</li> <li>Strong people management skills.</li> <li>Able to work under pressure, prioritise, meet deadlines and be decisive in a busy school environment.</li> <li>Excellent attention to detail, particularly in relation to record-keeping.</li> <li>Able to work independently and use own initiative but also be an effective team player.</li> <li>Able to demonstrate high levels of confidentiality, honesty and integrity at all times.</li> <li>Able to delegate ownership of appropriate tasks to direct reports and be supportive as and when required.</li> <li>Ability to use finance management systems effectively and data analysis.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References

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