



Senior Finance Manager

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Senior Finance Manager To start January 2023

Permanent, 37 hours a week

We will consider applications from candidates looking for either 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 are seeking a dynamic Senior Finance Manager to join our Senior Business Team. Reporting to the Head of Finance and Operations, and line managing a small finance team, you will provide effective and high quality financial management and support to the Head of Finance and Operations, the Senior Leadership Team, and the Governors.

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.

You will be responsible for the provision of timely and accurate financial management information, statistical analysis and financial reports and recommendations on a variety of school projects. You will lead the year end audit and be responsible for the preparation and submission of DfE and ESFA reports. You will support the Head of Finance and Operations to develop the wider financial strategy for the school and the annual budgeting process linked to the School Improvement Plan. You will be responsible for maintaining effective reporting systems for budgeting, management reporting and year end accounting and you will take the lead on the financial aspects of curriculum efficiency.

You will be a qualified accountant or have a background in financial management, and experience of working in an educational environment would be an advantage. You need to have excellent communication skills and be competent at presenting information at a senior level. In addition you will be a good team player who can work in a high pressured environment with conflicting deadlines. If this sounds like you then we would be delighted to hear from you!

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. 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. Application forms should be returned to 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: 1st December 2022 at 9am, with interviews taking place week commencing 5th December



Senior Finance Manager

Line Manager:	Head of Finance and Operations
Line Manager for:	Finance Manager, Finance Assistant
Main Purpose of Role:	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 Three 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. To set up and 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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Senior Finance Manager

Person Specification: Senior Finance Manager

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

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