



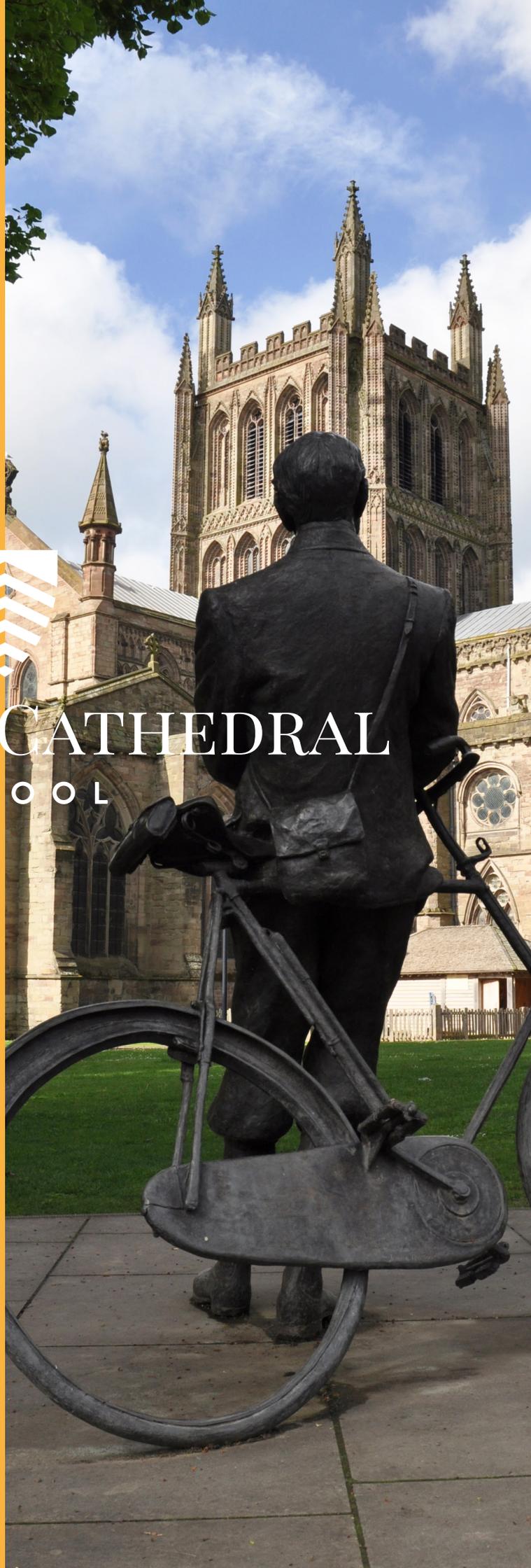
# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION

## Finance Manager

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)



# HEADMASTER'S WELCOME



**Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.**

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,  
Michael*

**DR MICHAEL GRAY**

Headmaster

# J O B   D E S C R I P T I O N : F I N A N C E   M A N A G E R

**Post title:** Finance Manager

**Salary:** Scale 44-55 (£42,820-£49,663)

**Hours/weeks:** Full-time and year-round

**Location:** Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

## O P P O R T U N I T Y

The School is looking to recruit an outstanding Finance Manager to lead the Accounts Department and manage the School's financial resources.

This is an opportunity to join a sector-leading educational organisation which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will have experience of managing accounts and/or auditing for a comparable sized organisation along with a background in finance systems, financial control and cash-flow management. The individual will be highly motivated and will work closely with members of the Senior Leadership Team in a key supervisory and management position.

## O U R   O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)
- Staff are sometimes offered non-contractual School Fees Remission at the absolute discretion of the Governors

## R E P O R T I N G   L I N E S

The post holder will report to the Chief Operating Officer

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: FINANCE MANAGER

## PURPOSE

To lead all aspects of the finance function and to provide the School with relevant and timely information to support decision making. To proactively manage the day-to-day finance function delivering efficient and effective support to the School.

## ACCOUNTABILITIES

- Prepare management accounts and full consolidated statutory accounts
- Provide financial advice and support to colleagues to enable them to make sound business decisions
- Lead and Manage the Accounts Department

## RESPONSIBILITIES

### **Strategic Oversight & Leadership:**

- Act as a key business partner to colleagues, providing value added decision support, information and insight
- Preparation of reports and schedules for the Finance Committee and Board, and produce accurate minutes of meetings where required
- Line management and development of the Finance Team
- Be an active member of the Chief Operating Officer's management team supporting and contributing to organisation wide projects

### **Financial Management:**

- Day-to-day management of the School's financial resources and accounts functions, such as budget reviews, wage queries, fee queries, journals and internal transfers
- Lead the development, consolidation and communication of the annual budget and reforecasts including supporting schedules and commentary for all the School's activities, including the various commercial operations.
- Prepare termly detailed management accounts incorporating variance analysis, KPI's and supporting commentary for management review
- Regularly review and update the organisation's five-year financial forecast, assumptions and cash flow forecast reflecting the latest available information
- Support the preparation and review of the annual capital expenditure and major projects expenditure including analysis and regular updates as required
- Provision of ad-hoc reports required by regulators, banks or other key stakeholders including the provision of analysis and information to support claims
- Ad hoc analysis and support ensuring all statutory, regulatory and insurance returns are completed accurately and in a timely manner.
- Oversee and support the running and payment of BACS payments for all companies by the Finance Team
- Preparation of year end accounts and supporting documents, liaising with external auditors

# THE ROLE: FINANCE MANAGER

## Financial Management Continued:

- Preparation of information for trading activities and subsidiaries for audit and tax purposes
- Preparation of budgets to the Accountabilities
- Oversight of termly billing of school fees, application of additional charges and discounts
- Reconcile Balance Sheet accounts and the reconciliation of “recoverable from pupils” accounts, investigating and resolving issues in a timely manner
- Maintain debtor register, add interest for late payments, manage debt provision and write off
- Preparation of fees in advance agreements and statements
- Dealing with utilities and lease contracts
- Investment and cash management
- Authorising payments including final review and payment of payroll
- Record capital spend and asset information, maintain the fixed asset register
- Adhere to VAT regulation, application of correct VAT treatment, returns
- Oversee Gift Aid claims and Early Years Funding

## Processes & Systems:

- Ensure adherence to the financial procedures and controls and where necessary support the development of improvements to reflect best practice that maintains a fit for purpose internal control framework
- Ongoing review with the finance team and key stakeholders of finance and internal systems to continually improve systems and processes, including anti-fraud and cyber awareness
- Setting up Direct Debit/School Fee Plan/PayPal/Salary Sacrifice Schemes/Childcare vouchers
- Ensure the most effective use of finance systems including development of Power BI that supports quality financial reporting
- Oversight of bank relationship including maintaining bank mandates and management of the organisation’s credit cards including users, limits and queries
- Work with HR in maintaining and developing systems for payroll

## Business Partnering:

- Support budget holders with advice and guidance in the management of and preparation of department budgets
- Liaise with and support the Chief Operating Officer with financial information and analysis relating to the performance of the various commercial activities of the School, including support for new business initiatives
- Support the School with profit centre and pricing reviews and related ad hoc queries
- Support the Chief Operating Officer as required with SLT and Governor Committee meetings
- Support the Chief Operating Officer, Headmaster and Admissions Team with the assessment of bursary awards and renewals

# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH AND SAFETY

### **As an employee you are expected to:**

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The Old Deanery in Cathedral Close is home to our leadership and administrative staff



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Qualified Professional Accounting Qualification (ACCA, CIMA, ACA or equivalent)	Educated to degree level or equivalent  Other relevant professional qualifications
<b>Experience and knowledge</b>	Demonstrable experience in the preparation and production of management accounts, KPI's, financial analysis and supporting commentary (within a comparable sized organisation and not likely to be less than 2 years post-qualified)  Experience of finance systems plus developing them to meet business needs  Experience of financial control and reporting, cash flow management and forecasting	Experience of setting and managing budgets  Financial experience within a charitable or education setting  Experience of managing a small team, being able to plan and delegate tasks to maximise limited resources  SAGE financial systems  iFinance/Accounts IQ Finance software  Experience designing and implementing new processes
<b>Skills and abilities</b>	Strong financial reporting skills, ability to analyse and interpret financial data and explain to senior leadership team  Excellent interpersonal and communications skills particularly with non-finance staff  Ability to work in a fast-paced environment, to prioritise multiple activities and competing demands  High numeracy and sound technical skills  Good time management skills and the ability to prioritise  Ability to lead, motivate and inspire others	Ability to produce concise and accurate notes and minutes  Ability to interrogate complex issues, identify solutions and communicate to non-financial managers and colleagues
<b>Aptitude</b>	Natural financial acumen and commercially aware  Confident to act on own initiative and be self-motivated  Collaborative, positive, naturally 'customer' focussed, tactful and patient  Natural attention to detail and an investigative nature  Readily keeps abreast of changes in financial regulations and legislation	Confident in dealings with Senior Leadership Team and Governors
<b>Circumstances</b>	Available to work flexibly to manage peaks in workload and in support of wider school functions from time to time  This is a key supervisory and management post and the post holder will be expected to work such additional hours as may be necessary for the proper performance of duties	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	

CONTINUED OVERLEAF

## **Purpose of this Job Description:**

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

## **H O W T O A P P L Y**

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)**

The closing date for applications is **11am on 22 April 2024**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.