



Durham Cathedral Schools Foundation

FINANCE MANAGER

Line Manager: Chief Operating Officer (COO)

Salary: Durham Cathedral Schools Foundation Scale Point X46 – X55 (£33,071 – £38,202 FTE)

Hours: Full time, 37.5 hours per week, full year. Flexible working arrangements considered.

The post holder will work as part of the finance team, to provide customer focused, timely and accurate financial support to the Foundation. Working with the COO and Senior Leaders to ensure that financial practices are followed.

Main responsibilities include, but not limited to:

- Assist in the organisation and provision of general finance support to senior leaders and budget holders, as directed by the COO
- First point of contact for finance and payroll related queries
- Work closely with the COO to improve internal procedures
- Prepare reports for the COO, Principal and Governors, as requested

Management Accounts

- Preparation of the monthly management accounts pack covering all companies and funds, including profit and loss accounts, balance sheets, consolidations, cashflow forecasts and commentary
- Preparation of specific debtors information as required by the COO to support the management accounts pack

Annual Financial Statements

- Preparation of the Annual Financial Statements of all companies and funds
- Preparation of supporting papers for presentation to Auditors
- Submission of Annual Financial Statements to the Charities Commission

Fees

- Management of the fees ledger, including oversight of the:
 - Production of fee invoices
 - Collation and charging of extras
 - Recording of cash receipts
 - Establishment and processing of direct debit arrangements
- Liaison with parents with regard to queries

Other income

- Oversight of the production of invoices
- Funding claims for EYFS funding

Debtors

- In conjunction with the COO, oversee/action the follow up of all outstanding debtor accounts within the framework and timescales agreed by governors
- Liaise with external debt collection agencies with regard to debtor balances referred for action
- Review the need for debtor balances to be provided for through the bad debt provision in conjunction with the COO

Cash management

- Petty cash
- Reconciliations of the fees and general bank accounts
- Cheque and Bacs payments
- Oversight of:
 - Bankings
 - Till reconciliations
 - PDQ reconciliations
 - Reconciliation of credit card statements

Payroll and statutory returns

- Preparation of payroll information for submission to the Bureau for processing
- Reconciliation of payroll returns from Bureau and posting to general ledger
- Preparation of annual salary statements for staff
- Statutory and pension related returns and payments

General ledger

- Oversight of monthly recharge journals
- Preparation and posting of Ad hoc journals as appropriate
- Monthly reconciliations of all balance sheet accounts

Budget holder support

- In conjunction with the Finance Assistant specific support for trips and visits, including creation of cost centre codes and monitoring of income
- Support in relation to tendering / procurement
- Response to budget holder queries

Management of staff

- Management of the Finance Assistant and Receptionist to ensure that a customer focused, timely and accurate service is provided to staff, parents and others at all times

Other

- To work within the financial regulations of the Foundation
- To work within Foundation policies and procedures
- Any other tasks commensurate with the post

The duties and responsibilities outlined in the job description are not meant to be definitive nor restrictive and may be modified to meet the changing needs of the setting.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • AAT qualified, or equivalent • Five or more GCSE (or equivalent) grade A-C (9-4) 	<ul style="list-style-type: none"> • ACA, ACCA, CIMA qualified, or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working within a financial/accounting field • Experience with accounting software packages and databases • IT literacy including Microsoft Office (Word/Excel/Powerpoint) • Credible and able to provide logical and systematic approach to problems • Able to stay calm in a difficult situation • Respect the importance of confidentiality 	<ul style="list-style-type: none"> • Able to use School Systems, e.g SIMS, FMS • Experience of payroll • Experience of working in a school setting • An understanding and belief in the role and purpose of day and boarding schools
Personal attributes	<ul style="list-style-type: none"> • Exceptional people skills • Creativity and enthusiasm • Strong attention to detail • Proactive approach and 'can do' attitude • Well organised and efficient • Flexible approach to duties undertaken and working hours 	<ul style="list-style-type: none"> • An understanding of the motivations, attitudes and aspirations of parents, children and other stakeholders aligned to/considering private education • Empathy with the ethos and aims of the independent school sector
Skills	<ul style="list-style-type: none"> • Comprehensive knowledge of Microsoft office packages • Knowledge of databases, including reporting • Good verbal and written communication skills • Able to apply technology in new work-related situations. • Able to follow instructions and procedures without constant supervision. • Ability to form appropriate relationships quickly. • Ability to work under own direction and as part of a team • Ability to meet deadlines and prioritise work effectively • Ability to maintain confidentiality and privacy in line with the role requirements • Excellent written and oral communication skills 	