



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Finance Manager

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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 42-47 (£38,000-£41,000)

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 Bursar

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: FINANCE MANAGER

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

- Day-to-day management of the School's financial resources
- Maintaining robust financial control environment
- Maintenance of the accounts structure and budget monitoring
- Preparation of year end accounts, preparation of supporting documents, liaising with the external auditors
- Preparation of routine (termly) management accounts, including variance analysis
- Prepare 5 yearly budget forecast, assumptions and cash-flow forecast
- Prepare reports and present as required at the Governors' Finance Committee, produce accurate minutes of meetings
- Preparation of information for the trading activities and subsidiaries for audit and tax purposes
- Oversight of termly billing of school fees, application of additional charges and discounts
- Day to day accounts functions such as budget reviews, wage queries, fee queries, journals and internal transfers
- Reconcile Balance Sheet accounts and the reconciliation of "recoverable from pupils" accounts to include investigating and resolving issues
- Departmental efficiency, CPD, anti-fraud and cyber awareness
- Maintain debtor register, add interest for late payments, manage debt provision and write off
- Assessing bursary awards and renewals
- Preparation of fees in advance agreements and statements
- Setting up Direct Debit/School Fee Plan/ParentPay/Salary Sacrifice Schemes/Childcare vouchers
- Dealing with utilities and lease contracts
- Investment and cash management
- Authorising payments
- Record capital spend and asset information, maintain the fixed asset register
- Adhere to VAT regulation, application of correct VAT treatment, returns
- Gift aid claims and VAT
- Claiming Early Years Funding
- Financial surveys

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
Qualifications	Qualified Professional Accounting Qualification (ACCA, CIMA, ACA or equivalent)	Educated to degree level or equivalent Other relevant professional qualifications
Experience and knowledge	Experience of management accounts, and/or auditing for a comparable sized organisation (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 Experience of cash flow management and forecasting	Experience of setting and managing budgets Knowledge of Charity Finance Experience within an education setting Line management experience SAGE financial system
Skills and abilities	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 High numeracy and sound technical skills Good time management skills and the ability to prioritise	Ability to produce concise and accurate notes and minutes
Aptitude	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
Circumstances	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	
Safeguarding Children, Young People and Vulnerable Adults	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	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

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

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

The closing date for applications is **11am on Tuesday 23 August 2022.**

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.