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| **Job Description & Person Specification** |
| **Role** | Finance Manager |
| **Contract** | Full-time, full year basis, permanent (part-time of 4 days per week will be considered) |
| **Start Date** | Required to start as soon as possible |

**Introduction from the Head:**

Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child’s individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

**Our Mission:**

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

**Our Aims:**

We pursue our whole College mission, guided by three defining and aspirational aims:

1. **Self:** each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.
2. **Service:** each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.
3. **Sustainability:** each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity’s progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.



Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

**The Post:**

We are seeking a caring, capable, and committed Finance Manager to join our dedicated support team.

The Finance Manager will play a key role within the College, ensuring that a high quality, effective and service-orientated financial provision is available to colleagues, parents, and other stakeholders across the College.

We would welcome applications from candidates wishing to work full-time or part -time (four days per week). This is a full-year post, requiring the successful candidate to work both during school closure periods, and during term time.

The full-time equivalent salary for this role is around £45,000, depending on experience.

**Job Description:**

In all duties, the Finance Manager is supported by and works alongside members of the College Leadership Team, with designated and specific line management.

* Maintain, monitor, develop and implement financial procedures / systems, overseeing all financial activity for the College.
* Maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and in accordance with the financial regulations.
* Manage the budgeting process for the College, providing information, support, guidance and challenge to budget holders.
* Prepare monthly and termly management accounts and all balance sheet items, including income and expenditure, bank accounts, VAT, debtors / creditors, accruals, pre-payments, depreciation, deferred income and accruals, fees and cashflow, for reporting to line management, the Head and Governors, as appropriate.
* Manage the month end and year-end close and the provision of information to the external auditor.
* Oversee the production of the VAT return for the Trust.
* Oversee accounting for funds, including deposits, fees, bursaries and scholarships.
* Review monthly payroll, in conjunction with Human Resources, to ensure remuneration is accurate, prior to approval.
* Oversee the Financial Management Information System (iSAMS) and ParentPay online system.
* Provide detailed financial management information, as required.
* Carry-out ad-hoc projects to support the strategic development and direction of the College, as necessary.
* Foster a service-orientated ‘can do’ approach and a culture of support within the finance department, encouraging mutually supportive working relationships.
* Work closely with, and develop / train, the Finance Officer / Assistant when required.

**Support for the College:**

In addition to the day-to-day responsibilities of the role, you will also be expected:

* To support the College’s commitment to safeguarding children and promoting their welfare, at a level appropriate to this role.
* To be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
* To be involved in wider College financial developments and initiatives, as directed by College leadership.
* To support the College in its aims and objectives.
* To contribute to and promote the overall ethos / work / aims of Abbey Gate College.
* To comply with the College’s Staff Code of Conduct and exercise mutual respect of pupils and staff.
* To participate in training, meetings, and performance development activities as required and attend INSET days.
* To undertake such duties as may, from time to time, reasonably requested within the level of the post.

**Person Specification:**

The successful candidate will demonstrate the following:

**Qualifications:**

* ACA / ACCA qualified

**Experience:**

Please note that previous experience working in a fee-paying school environment, or within the education sector as a whole, in a similar role, is desirable, but not essential.

* Evidence of financial management experience, supporting the day-to-day operations of an organisation, adhering to financial regulations
* Proven track record of managing financial systems and a good working knowledge of principles and methods of financial control and reporting, including the preparation of financial accounts
* Experience of supervising / managing colleagues within a financial environment
* Experience of budgetary planning and monitoring / management
* Evidence of contributing to financial planning at a strategic level, in order to inform decision making.

**Skills / Personal Qualities:**

* Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
* Strong time management / organisational skills, with the ability to prioritise and meet deadlines whilst work under pressure.
* Attention to detail, accurate and methodical.
* High standard of literacy and numeracy, reflecting the College’s high standards in this area.
* Excellent communication and interpersonal skills, both written and verbal and an ability to explain sensitive matters and contractual terms to people on a personal level, in in writing, face-to-face or over the telephone.
* Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times.
* Ability to think strategically.
* A team player, willing to support other members of the finance team, and whole College staff body, with the ability to work using their own initiative.
* Ability and willingness to adapt to and embrace change.
* Willingness to learn new skills and promote new initiatives.
* Willingness and adaptability in tackling the variety of tasks arising in a school environment.
* Willingness to be flexible regarding the variety of tasks arising within the College environment, and to be flexible regarding working hours, within reason, in response to the needs of the College.
* Willingness to attend evening meetings and events as required (not a frequent requirement).
* Commitment to CPD and training opportunities.

**Safeguarding & Child Protection:**

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview**;please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

**Equal Opportunities:**

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

**Process for Applications:**

* **Closing date for applications: Wednesday 13th July 2022 at 9.30am.**

In order to apply for our Finance Manager vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran.

Please visit our website at[www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk)for more information about the College.