



ST JOHN'S SCHOOL

Job Description

FUNCTION: Support Staff

JOB TITLE: Finance Manager

REPORT TO: Bursar

Job Purpose

To support the effective financial management of the School by overseeing day-to-day finance operations and ensuring that robust financial controls, processes and records are maintained at all times.

The Finance Manager will play a key role in supporting the Bursar by managing the School's financial administration, maintaining accurate accounting records, monitoring income and expenditure, and preparing financial information to support decision-making and reporting.

Working closely with colleagues, parents, suppliers and external stakeholders, the postholder will ensure that financial activities are carried out efficiently, professionally and in line with the School's policies, procedures and values.

Key Responsibilities

1. Financial Operations and Controls

- Manage the day-to-day financial activities of the School.
- Ensure robust financial procedures and internal controls are maintained.
- Process and monitor financial transactions accurately and promptly.
- Maintain accurate accounting records and supporting documentation.
- Support the Bursar with financial reporting and year-end processes.
- Ensure compliance with financial regulations and School policies.

2. Purchase Ledger Management

- Process supplier invoices, ensuring correct coding and authorisation.
- Maintain accurate purchase ledger records.
- Reconcile supplier statements and investigate discrepancies.
- Prepare BACS payment runs and ensure suppliers are paid within agreed terms.
- Develop and maintain positive working relationships with suppliers.

3. Banking and Reconciliations

- Perform regular bank reconciliations.
- Investigate and resolve any discrepancies promptly.
- Maintain accurate records of all receipts and payments.
- Prepare reconciliation reports and supporting information as required.
- Ensure cash and banking procedures are followed effectively.

4. Fees Administration and Income Management

- Prepare and issue termly fee bills.
- Collate pupil extras, trips and other chargeable items for inclusion on fee invoices.
- Maintain records of bursaries, scholarships and discounts.
- Support fee collection processes and respond to parent queries.
- Monitor income and ensure all revenue is recorded accurately and promptly.

5. Direct Debits and Payments

- Administer the School's direct debit scheme.
- Process BACS payments and other authorised payments.
- Set up, amend and cancel direct debit mandates as required.
- Reconcile direct debit collections and investigate discrepancies.
- Ensure all payment processes are completed accurately and securely.

6. Debtor Management

- Monitor outstanding balances and maintain debtor records.
- Issue reminder letters and statements where appropriate.
- Work closely with the Bursar to monitor payment plans and overdue accounts.
- Liaise professionally with parents and other stakeholders regarding outstanding payments.
- Provide regular debtor reports and updates.

7. Lettings Administration

- Raise invoices for lettings and other commercial activities.
- Monitor receipt of payments and follow up outstanding accounts.
- Maintain accurate records of lettings income.
- Liaise with staff and external hirers regarding invoicing matters.

8. Petty Cash and Banking

- Manage petty cash transactions and reconciliations.
- Maintain appropriate records and controls.
- Arrange banking of income and cheques as required.
- Prepare regular petty cash reports.
- Ensure sufficient funds are available and accounted for appropriately.

9. Financial Reporting and Trial Balance

- Maintain accounting records through to trial balance stage.
- Assist in the preparation of management accounts and financial reports.

- Prepare supporting schedules and reconciliations.
- Provide information and assistance for the annual audit.
- Support the Bursar in producing accurate and timely financial information.

10. General Duties

- Maintain confidentiality regarding financial and personal information.
- Work collaboratively with colleagues across the School.
- Contribute positively to the School community.
- Attend training as required.
- Undertake other duties commensurate with the role as reasonably requested by the Bursar.

Person Specification:

Essential Qualifications and Experience

- Proven experience in a finance, accounting or bookkeeping role.
- Experience of purchase ledger, bank reconciliations and financial record-keeping.
- Experience preparing accounts to trial balance stage.
- Strong understanding of financial controls and processes.
- Excellent IT skills, including Microsoft Excel and accounting software.
- High level of accuracy and attention to detail.

Desirable Qualifications and Experience

- AAT qualification or part qualification.
- CIMA, ACCA or equivalent accounting qualification or part qualification.
- Experience working within an educational environment.
- Experience of school finance systems, including WCBS PASS.
- Experience of fee billing and direct debit administration.

Skills and Competencies

- Excellent organisational and time-management skills.
- Strong numerical and analytical ability.
- Ability to prioritise workload and meet deadlines.
- Ability to work independently and use initiative.
- Excellent written and verbal communication skills.
- Ability to maintain confidential and sensitive information.
- Strong customer service and interpersonal skills.

Personal Attributes

- Professional, reliable and trustworthy.
- Positive and proactive approach to work.

- Calm and adaptable under pressure.
- Strong attention to detail.
- Commitment to continuous improvement.
- Commitment to supporting and promoting the ethos and values of St John's School.

This job description is not exhaustive and may be amended from time to time to meet the changing needs of the School. The postholder will be expected to undertake duties commensurate with the level and responsibilities of the role.

St John's School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and comply with all safeguarding requirements.