



CHIPPING NORTON
SCHOOL

Advert

Chipping Norton School is looking for the right person to take on the role of:

**Finance Manager
Permanent post
Part time 14 hours per week (term time – 40 weeks)
Grade 8 (£24,313)**

We are seeking an experienced, skilled and flexible finance colleague to carry out and support the administration associated with the school's finance operation and to work alongside our existing Finance Team. The post is to be filled immediately.

We will offer you:

- the chance to be part of a busy and successful team.
- the opportunity to make a difference to the students' experience in our school.
- opportunities for further development and professional learning.

We hope to find:

- an excellent administrator, able to work on his or her initiative.
- a well organised colleague, with excellent attention to detail and the energy to see things through to a high standard.
- a flexible, confident and friendly individual who is able to build strong relationships across the school.

This is a critical and busy post within the school providing essential support ensuring excellent financial management of the school. We will offer you the chance to be part of a strong and developing school community working in a supportive environment.

If you would like to know more, or arrange a visit, please contact Louise Trimmer (School Business Manager) on 01608 649401 or by email to ltrimmer@chippingnortonschool.org. We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: www.riverlearningtrust.org.

Full details and an application form can be found on our website: <https://chipping-norton.oxon.sch.uk>. Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form. Please send completed applications to ltrimmer@chippingnortonschool.org

Chipping Norton School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Chipping Norton School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Chipping Norton School is an equal opportunities employer.

Closing date: Midday Friday 25th September 2020 Interview date: To be confirmed



CHIPPING NORTON SCHOOL

JOB DESCRIPTION: Finance Manager

Grade of post:	Grade 8
Contract terms:	14 hours/week, 40 weeks
Location:	Chipping Norton School (OX7 5DY)
Line Manager:	School Business Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

The role will primarily be responsible for producing the school's monthly management accounts and reports, preparing the annual budget, and for providing financial guidance and support to the Headteacher and School Business Manager.

Role Summary:

This role is directly responsible for:

- Processing all accounting transactions in a timely manner and maintaining all financial records with a full audit trail.
 - Processing Sales Invoices (i.e. room lettings)
 - Processing Staff Expenses
 - Updating staffing information in the budgeting software
 - Ensure transactions are posted in line with the Trust Chart of accounts and using the correct VAT code
 - Ensure transactions are authorised in line with the Trust delegated authority
- Carrying out month end procedures in accordance with the Trust month end checklist including but not limited to:
 - Payroll journals and reconciliation with budget
 - Bank and credit card reconciliations
 - Parent Pay reconciliations
 - Reconciliation of sales and purchase ledgers and review of aged debtors and creditors
 - Where appropriate, ensure debt is chased promptly and where debts need to be written off, submit a list to the COO for approval by the Trust Board
 - Review Outstanding Purchase Orders and Unpaid Invoices
 - Post and review accruals, prepayments, accrued and deferred income
 - Ensure all balance sheet reconciliations are up-to-date and any queries are resolved
- Producing monthly management accounts including an analysis of variances to budget
- Working alongside the School Business Manager to produce reforecasts six times a year in line with the Trust reporting timetable
- Producing termly management reports for the Resources Committee
- Maintaining effective financial administration systems in order to provide an efficient support service to all budget holders in school. Providing regular budget holder reports.
- Assisting the School Business Manager with setting, profiling and allocating the school annual budget using the school's budgeting software.
- Maintaining the School's asset register

- Reviewing Capital Expenditure and monitoring of capital budget
- Ensuring effective financial control, proper accounting practice and accurate reporting in accordance with the Trust policies and procedures
- Supporting the School Business Manager on any other finance related tasks
- Acting as the key contact with the Trust central finance team on finance related queries
- Providing support to both internal and external auditors

Other duties and accountabilities:

- Maintaining an awareness of legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the School Business Manager
- Ensuring compliance with the School's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity
- Undertaking such other duties as reasonably correspond to the general character of the post

This job description is illustrative and may be amended in discussion between the post holder and their manager.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

PERSON SPECIFICATION: FINANCE MANAGER

Specification	Essential	Desirable
Education/Training	CCAB Qualified / Part qualified	University degree or equivalent
Relevant Experience	Preparation of management accounts, maintaining control accounts and related reconciliations. Preparation of budget Producing financial analysis and reporting. Good understanding of financial best practice, controls and procedures.	Knowledge of academies financial regulations Experience of working in a School environment VAT Payroll
IT skills	Experience in Microsoft Office & advances skills in Excel data management & reporting PS financials	HCSS
Data management	Experience working with data of a confidential nature which is financially sensitive Ability to analyse financial issues & problem solving	
Relevant Skills/Aptitudes	Organised and thorough, with a good eye for detail Excellent time management and ability to meet deadlines Excellent communication and interpersonal skills Ability to work independently & to adapt well to change	