**Job Description**

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| **Job Title:** | **Head of Finance** |
| **Employer:** | **Dollar Academy** |
| **Reports to:** | **The Bursar / Chief Operating Officer** |
| **Job Summary:** | The Head of Finance is responsible to the Bursar / COO for the efficient, accurate, and timely management and delivery of all financial activities on both a day to day and a strategic basis.  This will include the production of management accounts and drafting the annual budget, in conjunction with the Bursar / COO.  The Head of Finance has direct responsibility for the Finance Manager who manages colleagues who work on payroll, fees and purchase ledger.  The Head of Finance will liaise widely with a variety of members of staff to assist them in the financial aspects of their work from managing departmental budgets to setting up trips and tours. |
| **Key Responsibilities and Duties** | The Head of Finance has day to day management of the following:   * Preparation of annual budget, and monitoring of income and expenditure against budget; providing expenditure reports to Heads of Department; liaising with Deputy Rector and Heads of Department to investigate and prevent overspends, and holding regular meetings with key staff to reconcile budgets, in particular Building & Contracts and Catering. * Managing the year end audit and accounts procedures. * Producing management accounts, cash flows, investment reports and debtor reports for Governors’ meetings. * Monitoring CAPEX and major project expenditure. * Managing salaries and associated matters including PAYE, pensions, National Insurance, Statutory Sick Pay, Statutory Maternity Pay etc., in conjunction with HR. * Financial assessment of bursary applicants. * Oversee the production of termly tuition and boarding fee accounts; manage queries, overdue accounts, bad debts and requests for fee remission**.** * Liaise with the Academy’s insurance brokers, legal representatives and pension agencies. * Ensuring compliance with current money laundering regulations and liaison with legal advisers and bank regarding any sanctions queries or NCA reporting**.** * Rates and valuations. * Purchasing and invoicing. * Investments. * Financial management and accounts production for minor Trusts. * Benchmarking surveys, Government statistical analysis. * Financial and statistical reports and returns to various external bodies; projection of future costs and cash flow; cost analysis. * Overall checks and controls of accounts – monthly report of completion to Bursar. * Statutory compliance, including OSCR returns. * Supervision of ParentPay; advise staff running trips and tours. * Annual Gift aid claims and monitoring of donations/bank accounts/CAF**.** * Holiday allocation and recording**.** * Attending Houseparent meetings and overseeing the operation of the Boarding House finances including reconciliations and returns. * Daily and monthly monitoring of bank balances. * Management of online banking system and access for staff. * Management of banking relationships. * Management of BACS system for fee collection, salary payment and supplier payments and all legally required changes and updates. * Lettings and sales ledger. * P11D compliance. * Gender pay gap reporting. * School census submissions.   **Miscellaneous**   * Participate in training and development as required * Undertake any duties commensurate with grade as advised by the Rector or Bursar |

**Person Specification**

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| **Qualifications** | * Qualified Accountant or equivalent * Relevant degree or equivalent qualification, professional or postgraduate qualification |
| **Knowledge and Experience** | * Experience in a similar role * Previous experience within school or education specific finance environment desirable * Previous experience of:   + production of:     - Management accounts     - Cash flow forecasts     - Statutory accounts     - Annual budgets   + Managing checks and balances / variance investigations   + Payroll / PAYE / SMP / SSP * Experience in the following is desirable:   + Investment reporting   + Debt Control   + VAT   + Gift Aid * Familiar with computerised account systems * IT literate with previous experience of Microsoft Office applications, particularly Excel |
| **Skills and Attributes** | * Highly numerate * Excellent verbal and written communication skills * People management skills * Comfortable producing streamlined reports * Able to communicate financial information to non-finance staff in an understandable and relevant way * Able to prioritise, meet deadlines and deal with pressurised situations * Comfortable working in a team environment * Work with integrity and confidentiality |