**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
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**Person Specification**

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| **Qualifications** | * Qualified Accountant or equivalent
* Relevant degree or equivalent qualification, professional or postgraduate qualification
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| **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
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| **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
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