



Heathfield School
Ascot

Appointment of
Finance Manager

Start Date: April 2024

Welcome to Heathfield

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl. Eleanor Beatrice Wyatt founded Heathfield in 1899, to enable girls to 'see the sky'. This remains our mission today, amidst the different challenges of the Twenty-First Century.

During our 125th anniversary year, history and tradition remain important to us. However, Heathfield is a forward-thinking school. We continue to evolve, striving to provide an education that is both truly outstanding and overwhelmingly relevant. I have a clear, creative, and ambitious vision for the school and am looking to continue to build an outstanding team who share this commitment.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Academic achievement is central to our purpose. We are looking for a dedicated and able colleague to drive the next stage of academic development. Heathfield is a dynamic environment in which capable and caring people do innovative things that make a real impact. If that is you, I would welcome your application, and I look forward to meeting you.

Sarah Rollings
Headmistress





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 250 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

The School occupies an attractive, 36 acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

The Role

Job Title: Finance Manager
Line Manager: Bursar and Clerk to the School Governors
Start Date: April 2024

Job Purpose

The Finance Manager supports the Bursar in the delivery of the School's strategic and operational plans. They act as financial controller with responsibility for all accounting functions and are supported by a full-time Finance Assistant.

Key Tasks

Nominal Ledgers and Accounts

Responsible to the Bursar for the efficient day-to-day running of the School's accounts, which includes the following key activities:

- Monthly control account reconciliation, along with the allocation of expense/nominal ledger codes to the correct cost centres.
- Completion of formal weekly bank and monthly petty cash reconciliations, as well as routine monitoring.
- Responsible for monthly and annual accruals and prepayments.
- Ensuring all routine and appropriate financial discipline routines are in place and executed.
- Ensuring all revenue is properly documented and all supplier purchases and invoices are properly controlled.
- Overall management of the purchase ledger and reconciliation of suppliers' accounts, together with the allocation of purchase invoices to nominal ledger cost centres.
- Supervising supplier payments and staff expense reimbursements, initiating BACS payments.
- Managing the finance system, including appropriate period-end routines and coordination of system updates.

Management Accounts, Forecasts, and Budgets

- Responsible for the production of the monthly management accounts for consideration by the Bursar and Board of Governors, including the preparation of a variance analysis. The Finance Manager will advise on surplus and deficit analyses as required.
- Lead on the production of the Balance Sheet and will assist the Bursar in the production of the annual budget, including the input of the annual budget onto the accounting software.
- Generation of management information reports for the Bursar and budget holders, as required.
- Work with the Bursar to prepare forecasts for the future financial performance of the School, both for the current academic year and over a period of five years.





Key Tasks Continued

Statutory Accounts and Audit

- Preparation and submission.
- Assisting the Bursar with the preparation of the year-end financial statements to conform to all relevant regulatory requirements.
- Preparation of all relevant documents, ledgers, and files for the annual audit, with particular reference to prepayments and accruals.
- Liaising with the appointed auditors prior to and during the annual audit.

Fees

- Preparing the termly invoices and being responsible for the prompt collection of fees, monitoring, and pursuing late payers.
- Raising invoices for lettings on a monthly basis.
- Preparation of Fees in Advance illustrations for parents.
- Controlling the allocation of Fees in Advance.
- Leading on dealing with fee queries from parents, including sending holding replies to parents, contacting staff, resolving the query, and responding formally to the parents.
- Processing specific schemes, including the School Fees Refund Scheme and Pupils' Private Medical Scheme.

Finance and Other Processes

- Overseeing the work of the Finance Assistant.
- Preparation and submission of annual P11Ds to HMRC.
- Collating and submitting the annual census for DfE and ISC.
- Keeping analysis of costs and other statistical records, i.e., benchmarking of fees and annual performance.
- Standing in for absent accounting staff.
- Point of Contact with the School's bank and day-to-day management of transfers between bank accounts.
- Maintenance and operation of the asset register.
- Assisting with commercial lettings contacts, agreements, bookings, and administration.
- Performing any other reasonable task requested by the Headmistress or Bursar.

NB: This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The jobholder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

The Person Specification

Essential

- The ability to develop good relations with various people, including parents and teaching staff.
- The ability to produce timely monthly accounts information.
- Be proactive, accurate, organised, and effective in developing and implementing financial plans.
- Possess excellent attention to detail and the ability to prioritise work.
- A willingness to have a hands-on approach and to undertake routine tasks.
- A flexible, hands-on approach to the role, excellent attention to detail, and confidence and approachability in dealing with staff and pupils.

Experience and Qualifications

- The successful candidate should ideally possess an accountancy qualification and will have knowledge of the principles and methods of accounting, including the preparation of statutory Company and, ideally, Charity accounts.
- They will ensure careful attention to detail in planning budgets, forecasts, and final accounts.
- They will ideally have some knowledge of the law and practice relating to Income Tax, PAYE, benefits in kind, and VAT.
- The Finance Manager must be proficient in MS Office and familiar with various financial systems packages; knowledge of Engage is desirable, but training could be provided.



Terms

Hours

37.5 hours per week, normal working hours are 8.00 am to 4.30 pm Monday to Friday, with one-hour unpaid break. Some flexibility to start/finish time will be considered.

Salary £40,000 - £50,000 depending on experience. **Annual leave** 25 days plus bank holidays.

Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.

Meals and Refreshments

We provide a nutritious lunch in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.

Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.

Fee remission

The School currently offers a generous discount on fees should their daughter(s) attend the School.

Parking

Free parking is available on-site.

Welfare and Other Benefits

Welfare initiatives available include the use of the School's swimming pool and gym (at set times), access to discounted massage and reflexology sessions and yoga classes. The School has medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

Equality and Diversity

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and support an environment that values diversity.

Promoting British Values

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All staff are responsible for promoting these values when opportunities arise.

Application Process

Applications should be submitted on the school's forms, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application and submitted by email to recruitment@heathfieldschool.net

Closing date for applications: 5 April 2024

Interviews: To be confirmed

Applications will be acknowledged and will be evaluated against the selection criteria. We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community. Right to Work in the UK is essential.

Disclosure and Barring Service (DBS):

Heathfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Enhanced Disclosure and Barring Service check.

Safeguarding and Child Protection

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.

GIRLS
FIRST



Heathfield School
Ascot

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