



**WEST HATCH HIGH SCHOOL**  
***a Specialist Business and Enterprise School***

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med  
High Road, Chigwell, Essex, IG7 5BT

**Finance Manager**  
**Required ASAP**

**37 hours per week (8.30am to 4.30pm, 4pm on Friday)**

**42 weeks per year**

**Scale 9 – Salary £32,910 - £36,922 + London Fringe £898.00 (FTE)**

**Actual Salary - £31,058 - £34,744**

We are seeking to appoint a suitably qualified Finance Manager to provide strategic and general financial management support to the Academy. This is a key role, supporting the Business Manager with financial planning and budgeting and leading the day to day financial operations, including the setting and production of timely and accurate management accounts.

You will be qualified or part qualified (e.g. CIPFA, AAT, ACCA, CIMA), and have experience of managing school finances. The post holder must also possess a strong understanding of accounting processes and standards as set out in the Charities SORP and be able to interpret and analyse complex data to identify trends and anticipate concerns.

The successful applicant will be an excellent verbal and written communicator, able to problem solve and work effectively with all peers within the Academy. You will lead a small team, and provide clear technical advice and guidance to people at all levels.

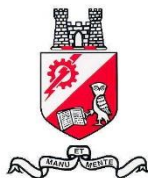
Further details about this post and an Application Form are available by visiting our School website at [www.westhatch.net](http://www.westhatch.net)

Please note that during the School Christmas Holiday period applications will still be accepted, however we are not able to answer any queries during this time.

If you require additional information, please contact [recruitment@westhatch.net](mailto:recruitment@westhatch.net) and we will respond when we return on 4<sup>th</sup> January 2022

**Closing Date:** Wednesday 23rd February 2022 at noon

High Road, Chigwell IG7 5BT  
Tel: 020 8504 8216  
Email: [admin@westhatch.net](mailto:admin@westhatch.net)  
[www.westhatch.net](http://www.westhatch.net)



# West Hatch High School

<b>Job Title</b>	<b>Finance Manager</b>
<b>Grade</b>	2020 Scale 9
<b>Reports to</b>	Head Teacher
<b>Line Manager</b>	School Business Manager
<b>Liaison with</b>	Staff and Governors of the School, Department for Education, Skills Funding Agency

<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To develop, manage, support and contribute to the provision of a comprehensive, effective and high quality financial management and support service to the Headteachers, governors and staff in the School</li><li>• Line Manager of financial support staff</li></ul>
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<b>Duties</b>	<b>Key Objectives</b> <ul style="list-style-type: none"><li>• Ensure that the school meets the necessary standards for financial management and audit as defined by local and national regulations, and demonstrate this to the auditor as required.</li><li>• Ensure that the ESFA's reporting requirements are met on a timely basis, with accurate information that has been appropriately authorised by SLT/governors.</li><li>• To support the staff and governors in school in undertaking management tasks by ensuring that financial and payroll records are accurate and up to date, and using these to provide quality financial information - including forecasts, historical figures, and narrative.</li><li>• To provide strategic and operational financial management services which enable the school to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the school</li></ul>
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## Principal Accountabilities:

- To prepare the annual budget in consultation with the Headteacher and School Business Manager to include investigation of all relevant factors including funding changes, inflation, salary increases, staffing changes and any other factors that may have an implication for schools' budgets
- To produce and advise on the interpretation of financial reports, monitoring actual spend against budget, ongoing

review and in depth monitoring of the budget against actual spend

- To produce advice and guidance to school to assist them in determining appropriate financial strategies to support overall school development plans
- To carry out forward planning and budget forecast, developing the use of appropriate financial tools
- To develop and implement financial systems and procedures including those for quality assurance and to ensure the efficient and effective use of resources
- To assist the Headteacher and Governing Body in the duty of ensuring that all financial procedures are adhered to and fully maintained/achieved and to assist in the preparation and review Financial Regulations tailored to the school
- To ensure that all funding due to the school is received
- To calculate staffing costs, including investigations into contract details
- To assist with the monitoring and completion of annual and other financial returns
- Attendance, where required, at Governing Body and Finance Committee meetings
- To monitor current contracting arrangements for service provision
- To support school in preparation for OFSTED inspections
- To advise on financial procedures, such as lettings/ordering/payments /petty cash/bank reconciliations/VAT/mileage claims and assist with the pre-audit check
- To advise with the completion of monthly reconciliations of various forms, including investigating unidentifiable entries or differences.
- To assist and advise on year end procedures and the closure of accounts
- To maintain the schools' asset register ensuring this is consistent with the accounting records and that depreciation and disposals are recorded appropriately, as well as acquisitions (both historical and current year).
- To assist on the bidding and claim processes for Capital Funding if required.
- To assist and advise with the appointment of school finance staff as appropriate
- To line manage, train and support school finance staff
- To provide additional support to schools in the event of staff absence to ensure the effective operation of financial and personnel procedures
- To assist and advise on the establishment of any new processes needed in response to national or local developments, such as new Chart of Accounts or new providers of software or services.
- To provide monthly finance reports on a regular basis
- To liaise and develop effective working relationships with appropriate departments and staff within the Local Authorities.

- To maintain effective and accurate financial records for the school

**Payroll:**

- To input all payroll related transactions on the payroll system, ready for authorisation by the Business Manager
- To deal with related queries, and ensure SIMS is up to date.
- To ensure that all HMRC notices (tax codes etc) are implemented in a timely manner, and appropriately communicated to staff
- To respond to pension optout requests as required, both for teachers and non-teachers, following up each stage until successful implementation, keeping staff informed of progress.
- To ensure adherence to pension requirements such as annual returns and triennial auto-enrolment.
- To manage the salary sacrifice process in line with statutory requirements, including annual review of salary levels, annual notifications to payroll provider, and maternity processing.
- To record payroll transactions appropriately on the accounting system.

**General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



## FINANCIAL SUPPORT MANAGER

### PERSON SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<p>Full or part qualified (eg. CIPFA, AAT, ACCA, CIMA)</p> <p>Successful management experience</p> <p>Successful accounting experience working in school financial environment</p> <p>Experience of using and developing financial software, ideally Resource Corero</p> <p>An understanding of school ethos</p>
	Knowledge of relevant policies and procedures	<p>Understands the ESFA , Essex CC, and other LA financial systems and procedures (training will be provided), including the detailed reporting requirements at key points in the year.</p> <p>A detailed working knowledge of SIMS/Corero</p> <p>A detailed working knowledge of payroll, personnel and employment issues, particularly including familiarity with the employment terms applicable to school staff, both teachers and non-teachers.</p> <p>Detailed working knowledge of the operation of pension schemes applicable to both teachers and non-teachers, both for day to day matters and for annual returns.</p>

		<p>Accounting knowledge in line with GAAP (particularly of charitable companies, and how the Charities SORP and Companies Act are specifically interpreted within the Academies Accounts Direction), and the ability to produce a Trial Balance along with the required additional information for the Notes to the Accounts.</p> <p>Understanding of audit requirements, and the ability to produce the required supporting documentation.</p> <p>Detailed knowledge of school funding streams</p>
	Literacy	Good pass in GCSE English or equivalent
	Numeracy	Good pass in GCSE Maths or equivalent
	Technology	ICT literate including the ability to produce and interpret complex spreadsheets
<b>Communication</b>	Written	Produces written communications which are clear, fluent, concise, readily understood by intended recipients and jargon free
	Verbal	Excellent communicator, able to present detailed, complex information in a clear manner to a variety of recipients.
	Languages	Seek support, as appropriate, to overcome any communication barriers with children and adults.
	Negotiating	Takes initiative and capitalises on opportunities for schools e.g. funding bids, grants, acquisition of resources
<b>Working with children</b>	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required.
	SEND	Understand and implement the school's SEND Policy and how this links to funding streams
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing and the links to payroll and sickness absence

<b>Working with others</b>	Working with partners	<p>Evidence of effective working with stakeholders in delivering a wide range of financial services</p> <p>To be able to respond effectively to the individual needs of schools</p> <p>Seeks out and listens to the needs of Headteachers, administrative staff and governors</p> <p>Provides regular feedback from schools and governors about services and uses this to evaluation to inform future developments</p>
	Relationships	Co-operates and works well with colleagues in the pursuit of network goals, sharing information and supporting colleagues
	Team work	Able to work effectively in teams as member or leader and to ensure team dynamics
	Information	Develop and implement effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Able to self manage and make decisions and work on own initiative
	Line Management	Ability to manage, motivate and support the work of others.
	Time Management	<p>Be well organised, have a high level of initiative and be able to delegate effectively and appropriately</p> <p>Able to ensure that tight, strict deadlines are met.</p>
	Creativity	Works creatively, imaginative ideas, collaborating with others to identify fresh approaches
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety.
	Child Protection	Understand and comply with Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with Child Protection procedures.
	CPD	Demonstrate a clear commitment to develop and learn in the role.

		Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace
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