



# FRENSHAM HEIGHTS

## JOB SPECIFICATION FINANCE MANAGER

2025





<b>JOB TITLE</b>	<b>Finance Manager</b>
<b>REPORTS TO</b>	<b>Director of Finance and Operations</b>

## JOB PURPOSE

The Finance Manager is responsible for facilitating the sound financial management of the School, through the preparation of monthly and annual management accounts, financial forecasts and budgets. Duties include the maintenance of accounting records, monthly management accounts and control account reconciliations, and working with the finance department team.

## JOB SCOPE

**Reports to:** The Director of Finance and Operations

**Contract:** This is a full time, permanent contract, 37.5 hours per week, Monday to Friday, 52 weeks per year. The first six months will be a probation period. Part time hours will be considered.

**Salary:** £49,385 - £55,708 per annum, depending on skills and experience.

## THE FINANCE DEPARTMENT

Currently, the Finance Department consists of the following direct reports:

Purchase Ledger Officer

Fees Ledger Officer

Finance Assistant

The Finance Manager reports directly to the Director of Finance and Operations



## OBJECTIVES

### Job Description

#### Key Responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The postholder will be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

- Preparing monthly company management accounts, management reports and KPI dashboards, including balance sheets, profit and loss, and cash flow statements
- Develop the accounting system (iFinance) to get the most out of it and for it to function efficiently
- Develop the financial management manual so that it reflects all the finance tasks and so that captures segregation of duties
- Work with budget holders to ensure that they can access the correct information online
- Develop the accounting system so that function becomes paperless
- Support termly billing cycle and ensure fees are raised correctly
- Analyse performance variances and provide explanations and recommendations
- Complete monthly balance sheet reconciliations
- Lead on year-end preparation and support external audits
- Ensure compliance with financial regulations and standards
- Help develop and monitor budgets and forecasts to align with the school's goals
- Support revenue and cost forecasting
- Analyse revenue and costs to find opportunities and efficiencies
- Perform ad hoc analysis as requested
- Prepare quarterly VAT returns for the School and other related accounting tasks to support the Director of Finance and Operations



## PERSON SPECIFIC CRITERIA

### SPECIALIST KNOWLEDGE AND EXPERIENCE

- Qualified accountant, ACA, ACCA or CIMA
- Experience of producing and analysing management accounts
- Good knowledge of Microsoft Excel and Word
- Working knowledge of VAT returns
- Knowledge of accounting software packages
- Experience of managing a team

### TEAM WORKING

- Ability to develop effective and supportive relationships with colleagues, both internal and external
- A proven track record of commercial awareness and an ability to influence at all levels

### USING INITIATIVE

- Ability to work unsupervised and to take responsibility for own actions with good attention to detail. To be a "starter/finisher" and to be proactive in seeking solutions to enable conclusion of tasks
- Willing to undertake further training and CPD
- A commitment to providing a high standard of support and customer care

### SAFEGUARDING

- Display a commitment to the principles of equity, diversity and inclusion
- Display a commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people
- Successful applicant will undertake an Enhanced Disclosure and Barring Service check





## HOW TO APPLY

- Please note that we do **not** accept applications by CV. All applicants must **complete** our standard Frensham Heights **support staff application form**
- For a support staff application form, please email your contact details to the Director of Finance and Operations' PA, Susie Birdsall, on [susiebirdsall@frensham.org](mailto:susiebirdsall@frensham.org)
- This role will start from 1<sup>st</sup> January 2026 ideally and is subject to receipt of satisfactory recruitment checks including a social media check
- Early applications are encouraged and we reserve the right to make an appointment prior to the published closing date

## CLOSING DATE

- Monday 1<sup>st</sup> December at 10am with interviews to be held on Monday 8<sup>th</sup> December 2025

