



# GATEWAYS SCHOOL

## Candidate Information Booklet

<b>Job Title:</b>	Finance Manager
<b>Reporting to:</b>	Head
<b>Start Date:</b>	Immediate
<b>Working Hours:</b>	Full-Time all year round <i>Applicants looking for reduced hours during the school holidays will also be considered. Should this be the case for your application please ensure this is stated in your cover letter.</i>
<b>Probation:</b>	This role is subject to a six-month probationary period
<b>Salary:</b>	A competitive salary will be offered dependant on experience
<b>Staff Benefits:</b>	<ul style="list-style-type: none"><li>✓ Free lunches during term time</li><li>✓ Access to a contributory pension scheme (<i>subject to eligibility</i>)</li><li>✓ Free parking</li><li>✓ Fee remission for any children eligible to join the school</li><li>✓ Generous holiday entitlement</li><li>✓ Access to an Employee Assistance Program through Health Assured</li><li>✓ Access to a Cycle to Work scheme</li><li>✓ Access to the Electric Dreams electric car scheme</li></ul>



## Introduction

Gateways School is a leading independent day school for around 500 pupils aged 2–18 years. Established in 1941, Gateways is situated on a 16 acre site in the beautiful village of Harewood and benefits from easy access to the Golden Triangle, the city of Leeds and the spa town of Harrogate.

Reporting to the Head, the Finance Manager is a critical senior member of staff at the school and plays a vital role in the school's strategic planning.

Gateways is both happy and successful with a strong sense of community throughout. The school is flourishing in all areas with excellent academic standards and a broad range of extracurricular activities, all of which helps to ensure a strong pupil roll and healthy financial situation.

The post holder will be responsible for the effective leadership and management of the day-to-day financial function at the school and will also oversee risk management and the generation of non-fee income.

The successful candidate will be an individual of proven leadership ability; a strategic thinker, innovative and highly practical, displaying resilience and tenacity in equal measure, he or she will possess excellent interpersonal and communication skills. Exceptional financial acumen and robust commercial judgement will be essential.

Gateways is a thriving school with a particularly friendly and supportive staff and student community. Gateways school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Gateways School is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

## Purpose of the Job

- To give strategic vision and leadership to all aspects of budget and finance.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- Ensuring that the school is fully prepared to meet regulatory financial criteria.
- To ensure that the payroll is administered in accordance with the regulations, and required returns submitted.

## Main duties and responsibilities

### GENERAL

- To lead and advise the Leadership Team on matters relating to finance.
- To attend appropriate Governing Body meetings and assist the Chair of Finance Committee.
- To take delegated responsibility for financial decisions following appropriate discussions with the Head.
- To deputise for the Head as required in relevant fields of expertise.
- To provide support as relevant to the Head.

## FINANCIAL

Working with the Head, the Finance Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Finance Manager will be responsible specifically for:

- Ensuring the school has appropriate financial systems in place and manage all aspects of the school's financial systems in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head and Governors.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the Charities Commission and the school are observed.
- Prepare the annual accounts including all supporting records and evidence such as the fixed asset register.
- Lead the monthly reporting process ensuring that accurate management accounts are prepared.
- Lead the termly billing cycle. This includes ensuring the billing system is correctly set up, creating the source documentation / costing models for staff to complete, ensuring charges are accurately uploaded and then checking the accuracy of the process. Take responsibility for appropriate records being maintained to support charges.
- Manage the debtors system and credit control to ensure as much income is realised as possible. Work with the Credit Controller to decide when a debt is provided for, is referred to legals and when debts become unrealisable.
- Ensure that the terms and conditions document related to fee payment is accurate and up to date.
- Further develop the billing cycle / interim charging process to ensure that it is accurate, clear for families, methods of payment remain contemporary and comprehensive so the school does not lose income.
- Lead the school's budgeting and monitoring processes including the preparation for approval by the Governors of annual estimates of income and expenditure.
- Monitor the viability additional traded activities ensuring they are clearly identifiable within the school's accounting processes.
- Oversee capital accounts including cash-flow projections for future projects.
- To prepare appraisals for particular projects and the development of long-term initiatives for the school. Where necessary, liaise with third parties such as the bank to ensure finance is in place for them.
- Proactively manage the relationship with the bank to ensure that accounts are well managed, remain within their terms etc. Manage the various online banking platforms. Provide all compliance information required and lead the six-monthly review process.
- Lead the treasury management including cash flow and ensuring operational process such as banking are compliant.
- Regularly review systems of internal control and internal financial procedures to ensure they are fit for purpose. Where necessary, revise processes and ensure these are communicated to stakeholders. Maintain the school's risk register.
- Act as Company Secretary and also as the senior financial representative for the school with parties such as the FCA, HMRC, the Charities Commission or Companies House. Prepare any regular returns or respond to ad hoc requests.
- Lead the development of the schools accounting and finance-related computer systems. This includes ensuring the integrity and suitability of the nominal coding structure to ensure the systems operate smoothly.
- Oversee and support the Finance Officer in the operation of payroll and pensions ensuring all returns to bodies such as HMRC are completed in a timely manner.
- Co-ordinate, initiate and manage audit procedures as necessary, liaising with auditors throughout the year on appropriate matters.
- Attending Governing Body and Finance Committee meetings as required.
- Monitor additional income streams including ensuring the adherence to the terms of grants. Oversee the external lettings process supporting the Finance Officer as needed. Write bids for funding as required.

- Manage the school's contract register and tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitor the standard and cost effectiveness of the catering contractors within the agreed performance indicators.
- Oversee the Finance Officer in administering the bursaries and scholarship process, where necessary reviewing awards.
- Line manage the members of the Finance Department.

### ADMINISTRATION AND ICT

The Finance Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include:

- To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration system.
- To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety.
- Ensure that all financial correspondence is up to date and recorded as appropriate.

### Safeguarding

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.





## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	IDENTIFICATION
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Minimum of A* - C in English &amp; Maths <i>(or equivalent)</i></li> <li>▪ Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to degree level.</li> <li>▪ Accountancy or financial management qualification.</li> </ul>	<p style="text-align: center;">Application Form Certificates</p>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Working in a financial management role.</li> <li>▪ Managing multiple stakeholders.</li> <li>▪ Experience of contract management and the procurement / tender process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in school financial management.</li> </ul>	<p style="text-align: center;">Application Form Professional References</p>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>▪ A very high level of proficiency with Excel and financial software programmes.</li> <li>▪ Creation of accessible financial management reports.</li> <li>▪ Managing stakeholders.</li> <li>▪ Excellent verbal and written communication and presentation.</li> <li>▪ Demonstrate an underpinning knowledge of effective payroll and financial procedures and controls.</li> <li>▪ Excellent analytical skills and attention to detail.</li> <li>▪ Highly developed planning and organisational skills and the ability to delegate appropriately.</li> <li>▪ People leadership and management.</li> <li>▪ Numeracy.</li> <li>▪ Collaborative working.</li> </ul>		<p style="text-align: center;">Application Form Interview Professional References Observation</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ Be motivated by your passion for finance.</li> <li>▪ Credibility with all stakeholders.</li> <li>▪ Friendly, warm personality with excellent inter-personal skills.</li> <li>▪ Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.</li> <li>▪ High levels of honesty and integrity and an awareness of the importance of confidentiality.</li> <li>▪ Work well as a part of a team, as well as on your own initiative, with all departments across the school.</li> <li>▪ Flexibility to meet the demands and time-commitments of a senior position within the school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent understanding of the current educational financial climate.</li> </ul>	<p style="text-align: center;">Application Form Interview Professional References Observation</p>
<b>SAFEGUARDING CHILDREN</b>	<ul style="list-style-type: none"> <li>• Ability to maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.</li> <li>• Understanding of the importance of safeguarding and child protection and its impact on this role.</li> </ul>		