



## Job Description

<b>Job Title:</b>	<b>Finance Manager</b>
<b>Department:</b>	<b>Finance</b>
<b>Responsible to:</b>	<b>Financial Controller</b>
<b>Last reviewed:</b>	<b>November 2023</b>

### Job Outline

Haileybury is seeking to appoint a Finance Manager to join the Finance Department.

The post-holder will report into the Financial Controller, providing a first-class comprehensive service including the provision of accurate and timely financial information to Governors, Senior Leadership Team and budget holders. It is essential that the post-holder is able to work well under pressure, demonstrate a capacity to multi-task efficiently and effectively, and is able to meet deadlines whilst retaining a high level of accuracy. The post holder will manage and direct the finance team.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

The post-holder is required to undertake the following duties:

- day-to-day management of the finance team and deputising in the absence of the Financial Controller.
- Production of draft statutory accounts and their consolidation for review by the financial controller.
- preparation and review of monthly management accounts
- budget monitoring and variance analysis
- generation of annual budget; process management and effective communication with relevant budget holders
- timely review of all reconciliations
- preparation and review of cash-flow performance
- support the Finance Controller in the completion of all financial reports
- support the Financial Controller in modelling of VAT scenarios
- analysis of processes, identifying areas of improvement, and implementing strategies to optimise efficiency and effectiveness within the department, in collaboration with the Financial Controller
- ensure compliance with statutory requirements and financial regulations and procedures

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Registered charity number 310013

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the school's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the school's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Finance Manager  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Recognised accounting qualification	✓	
Good general level of education (to A Level or equivalent)	✓	
<b>Knowledge, Skills and Experience</b>		
Previous experience within practice, and/or within a school or other educational establishment	✓	
Charity sector experience		✓
Good IT skills, proficient in Microsoft and/or Google suite	✓	
Previous experience in preparation of statutory accounts to strict deadlines	✓	
Previous experience in preparation of management accounts to strict deadlines	✓	
Previous experience in preparation of annual budgets	✓	
Proven leadership experience in a supervisory or managerial capacity		✓
<b>Personal Attributes</b>		
Ability to prioritise with a capacity to multi-task efficiently	✓	
Accurate with an eye for detail	✓	
Confident	✓	
Strong numeracy and literacy skills	✓	
Excellent communication and interpersonal skills and able to report complex financial information that is accessible to informed non-finance professionals	✓	
Effective problem solver	✓	
Organised and proactive	✓	
Confidential	✓	