

**WARGRAVE HOUSE SCHOOL & COLLEGE
JOB DESCRIPTION**

Job Title:	Finance Manager
Responsible to:	CEO
Directly Reporting to:	Head of Business Resources
Staff Reporting to you:	Finance & HR Administrator (with HR Manager)
Hours of work	37.5 hours per week, 52 weeks per annum
Salary Scale	NJC Point 30-34

Job Overview

The Finance Manager provides support to the Head of Business Resources to ensure that the organisation promotes the highest standards of business ethos within their areas of responsibility and strategically ensures the most effective use of resources in support of the organisation's objectives.

Main Duties

- Assist the Head of Business Resources in the achievement of the charity's aims through efficient management of financial resources.
- Develop efficient and effective financial procedures that maintain required controls
- To lead and manage the finance team and to enhance their effectiveness, to promote the highest standards of financial probity and value for money.
- Produce detailed finance information and management reports on a regular basis
- To maintain robust and effective financial controls, ensuring compliance with all relevant legislation and charity requirements.
- Maintain a high level quality service by following organisation policies & standards.
- Work with the Head of Business Resources to identify and implement improvements in efficiency and service provision
- Ensure managers are aware of company policy and correct processes, providing guidance where needed
- Work with the Head of Business Resources on ad hoc projects
- Attend Trustee/Governor Committee Meetings where necessary
- Any other duties as directed by Head of Business Resources.

Specific Duties and Responsibilities

- Evaluate information and consult with SLT, Trustees and Governors to assist in preparing a realistic and balanced budget for the organisations activity.
- Use the agreed budget to actively monitor and control performance to achieve value for money. Identify and inform the Head of Business Resources of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide monthly management accounts and budgetary information as required.
- Advise the Head of Business Resources, Chief Executive Officer, Trustees and Governors if fraudulent activities are suspected or uncovered

- Assist in the maintenance of strategic financial plans that will indicate the trends and requirements of the Organisations development plan and will forecast future year budgets.
- Ensure internal financial procedures comply with all statutory aspects of company law and be responsible for submitting accounts to Companies House on an annual basis and the Charity Commission.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Assist in developing costing models and fee structures for areas of organisational activity.
- Monitor the effectiveness and implementation of agreements.
- Reconcile bank accounts in a timely and accurate manner.
- Produce Aged Debt Reports for SLT/Governors/Trustees where required.
- Provide regular Budget Monitoring Reports to budget holders and Senior Management.
- Support the Head of Business Resources during financial inspections and provide information and data as required by independent auditors, local authorities, the Education & Skills Funding Agency (ESFA), and other regulatory bodies.
- Reconcile monthly credit card statements ensuring all proof of purchases have been received.
- Administer the Sales Ledger, preparing accurate and prompt invoices to Customers. Assist in the management of fees and costings.
- Ensure all pupil contracts are accurate and up to date and to report this on a regular basis to the Head of Business Resources.
- Keep abreast of developments and changes in the sector, advising SLT and Governors and implementing change where appropriate.
- Manage finance staff in day to day financial processing and operation of the charity's financial systems.
- Prepare cash-flow forecasts to ensure that the organisations cash position is consistent with its obligations and future budget requirements.
- Work closely with the Head of Business Resources to maintain and review the finance risk register and take action to address any high risk areas.
- Act as cost centre manager for specific budget areas.
- Issue reminders for Debt Recovery in accordance with the Debt Recovery Policy.
- Prepare and dispatch invoices for training provided by Wargrave House Limited to external agencies and businesses. Monitor payment of such invoices and maintain a copy of training requests that incur a cost for invoicing purposes.

Common Responsibilities:

- Carry out any other duties as requested by the Chief Executive.
- Participate in training, including INSET days
- Attend staff meetings, parent evenings/workshops and planned after Organisation events as required.
- Maintain confidentiality for all areas of the service, its staff and its operations.
- To attend appropriate courses, conferences and seminars as authorised by the Chief Executive.
- To ensure that your conduct within and outside the establishment does not conflict with professional expectations of Wargrave House Limited.
- Contribute to the overall aims, ethos and work of Wargrave House.
- Set a good example in terms of dress, punctuality and attendance.
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading.

Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018 (Regulated Activities) Regulations 2014

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

Additional information

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed.....

Date.....