



Head of Finance

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	The Head of Finance role at St Benedict's School is responsible for managing and developing a team of five finance professionals, ensuring effective delivery of core financial functions including sales ledger, purchase ledger, payroll, and credit control. The role is also responsible for producing management accounts, Statutory Accounts and managing the external audit.
Reporting: to:	Bursar
Line management responsibility for:	Finance Team (5 staff)
Main Duties and Responsibilities:	<p>Lead the Finance Team of five staff at St Benedict's School</p> <ul style="list-style-type: none"> • Provide leadership, support and development to a team of five finance professionals managing sales ledger, purchase ledger, payroll and credit control. • Foster a collaborative, professional environment and ensure effective team performance. • Oversee recruitment, training and appraisal of team members. • Ensure staff are fully trained in accounting systems and processes. <p>Work with the Bursar at St Bernard's School</p> <ul style="list-style-type: none"> • Audit process and general finance regulation issues <p>Manage the annual budget process</p> <ul style="list-style-type: none"> • Coordinate the annual budgeting cycle, engaging with academic and operational departments. • Consolidate departmental budgets into a robust whole-school budget. • Provide guidance, templates and support for budget submissions. • Ensure realistic budgeting for all income and expenditure streams. <p>Produce a termly forecast</p> <ul style="list-style-type: none"> • Prepare detailed termly financial forecasts, including income and expenditure projections. • Conduct scenario planning and analysis to support long-term financial strategy.



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- Present forecasts to the Bursar and other senior stakeholders.

Produce the cash flow forecast

- Prepare and maintain regular cash flow forecasts for all the schools.
- Monitor actual cash flow against projections and report variances.
- Advise on resource allocation and liquidity management.

Produce management accounts with variance analysis and KPIs

- Produce monthly management accounts, including profit and loss, balance sheet.
- Monthly payroll reconciliations against budget
- Provide variance analysis and commentary against budget.
- Develop and report on key financial performance indicators (KPIs).
- Any other data analysis as required.

Regularly liaise with budget holders regarding their spend

- Act as key point of contact for budget holders across the school.
- Provide timely reports and advice to support budget monitoring and control.
- Support budget holders to manage their budgets in line with school policies.

VAT

- Manage the VAT procedures ensuring all recent relevant legislation is adhered to.
- Ensure that departments record VAT correctly.
- Ensure submissions are accurate and done on a timely basis, correct recovery rates are applied and payments on account are completed.

Produce the statutory accounts

- Oversee the preparation of statutory accounts in accordance with relevant accounting standards.
- Ensure compliance with charity and company law as applicable.
- Coordinate with external auditors and ensure timely completion.

Liaise with auditors

- Manage the statutory audit process, liaising with external auditors and internal stakeholders.
- Ensure all documentation is accurate, complete and submitted on time.



- Address audit queries and implement recommendations.

Contribute to papers for the Board of Governors

- Prepare and present financial information for termly Governors' Finance.
- Support the Bursar in preparing strategic papers.

Manage banking

- Oversee the operation and reconciliation of the school's bank accounts and payment processes including ecommerce (Stripe, Worldpay).
- Monitor cash management, cash cards, investments and banking relationships.
- Ensure secure and efficient banking procedures.

Ensure operational finance is working effectively including reconciliations

- Drive automation and efficiency improvements across finance processes.
- Oversee monthly nominal ledger reconciliations, journals and balance sheet reconciliations.
- Ensure robust internal controls and timely reporting.

Ensure efficient processes and maintain the procedures manual

- Develop, implement and maintain finance policies and procedures.
- Ensure consistent application and regular review of the procedures manual.
- Promote best practice and process improvement.

Ensure most effective use of accounting systems and be involved with the development of these systems

- Identify and implement opportunities for system improvement and automation.
- Support and manage any change to systems or system projects and staff training.

Liaison with key departments including admissions

- Build strong relationships across academic, operational and admissions teams.
- Provide responsive service and financial support for cross-departmental initiatives.



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	Other and Ad hoc projects <ul style="list-style-type: none"> • Timely and accurate completion of surveys • Oversee work on trips in relation to finance • Lead and support ad hoc financial projects and strategic initiatives as required. • Evaluate financial viability of new ventures and commercial opportunities. • Contribute to efficiency improvements and integration of new schools or departments.
Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified accountant (ACA, ACCA, CIMA or equivalent) 	<ul style="list-style-type: none"> • BA / BSc or equivalent 	<i>Production of the applicant's certificates.</i> <i>Discussion at interview.</i> <i>Independent verification of qualifications.</i>
Experience:	<ul style="list-style-type: none"> • Proven experience in financial management, reporting, audit and team leadership, VAT compliance • Managing a finance team 	<ul style="list-style-type: none"> • Experience of working in an educational establishment 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none"> • Strong analytical and organisational skills • Excellent Excel skills and experience of data modelling 		<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>



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	<ul style="list-style-type: none"> Excellent communication and stakeholder engagement 		
Knowledge	<ul style="list-style-type: none"> A full understanding of UK accountancy rules and regulations 	<ul style="list-style-type: none"> Knowledge of Charity Accounting Knowledge gained from having already worked within an educational establishment 	<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
Personal competencies, qualities, attitude and behaviors	<ul style="list-style-type: none"> Excellent organisation and time management skills with the ability to prioritise and remain calm under pressure Excellent communication skills and ability to use tact, discretion and diplomacy Ability to take ownership of tasks and meet deadlines High attention to detail and commitment to accuracy Team player Must be empathetic to the Catholic and Benedictine ethos of the school Commitment to safeguarding and confidentiality 		<p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>