



Aysgarth School

Job Description

Job Title	Finance Manager
Responsible to	Headmaster, working in parallel with the Operations Manager
Responsible for	Finance Assistant
Department	Finance
Closing date	9 am on Wednesday 23rd October 2024
Interview date	Monday 28th October 2024
Start date	November 2024
The School	<p>Aysgarth is a thriving and prestigious country Preparatory School with nearly 150 years of history. With pupils aged 3-13, it is situated on the edge of the Yorkshire Dales, just 10 minutes from the A1. The school is a close-knit and happy community that supports and encourages aspirational education. Past pupils have progressed to the finest senior schools and have contributed to an enviable national and international network.</p>
Specific areas of responsibility	<p>Accounts, budgets, reporting:</p> <ul style="list-style-type: none">• Maintaining the accounts of the school in line with recognised accounting practices and other legal requirements.• Liaison with the school's auditors in the preparation, completion and filing of statutory accounts.• Advising on general financial policy, preparing appraisals for projects as they arise, and preparing a long-term financial strategy (in conjunction with F&GP) for the future development of the school.• Preparation of termly management accounts, cash flow forecasts, and other reports required by F&GP and attend their meeting.• Preparing annual estimates of income and expenditure as required by the Governors.



- To obtain agreement on budgets and to monitor accounts against budget, both at departmental and whole school level.
- Process and account for goods and services supplied on credit.
- Calculate, check and authorise payments.
- Ensure cost effectiveness for the school in the provision of goods and services.
- Preparation of any other paper requested by Governors to inform their decisions on matters such as fee increases.
- To report immediately any exceptional variances.
- To identify opportunities and threats in respect of the school's financial and business performance.
- To prepare regular reports for budget holders.
- To use benchmarking tools to identify areas of relative spending and assess trends.
- To be responsible for the management of the school's accounting systems and to draft and monitor all necessary accounting procedures.
- Securing funds and grants to which the school may be entitled.

Payroll, tax, banking and billing

- Ensuring effective relationships and commercial terms with the school's professional advisors including banking, insurance and auditing.
- Preparation of the payroll for the school staff, including the generation of BACS payment instruction and the production and distribution of pay slips.
- Administration of monthly PAYE, NIC, and pension returns and payments for teaching and support staff and ensure integrity of data.
- Annual returns to HMRC and the relevant pension authorities.
- Advising on staff remuneration.
- To liaise with the school's bankers re deposits, overdraft facilities, servicing of loans, collection of fees, automated payment of suppliers, and control of banking.
- To prepare all statutory financial and other returns with the statutory deadlines set.
- Operation of the purchase ledger system.



	<ul style="list-style-type: none"> • Operation of the billing system to prepare pupil bills. • Managing collection of any late payment of fees and any other debtors. • Collecting in funds from any fundraising activities or non-fee income from commercial activities. • Complete annual surveys. <p>Other</p> <ul style="list-style-type: none"> • There may be the opportunity to take on further responsibilities over time such as GDPR, some HR and compliance matters and recruitment of support staff. • As and when major projects are considered, the ability to work with operations and estates functions will be important.
Hours	Permanent, Monday - Friday, full year. 9 am to 5 pm with one hour unpaid for lunch.
Salary	Competitive.
Benefits	Pension, BUPA, staff fee remission, generous holidays plus bank holidays, lunch provided during term time, use of gym/pool/tennis courts when pupils not in school.
Safeguarding, Child Protection and Welfare of Children	<ul style="list-style-type: none"> • The successful applicant will be required to complete a DBS disclosure at the enhanced level. • Aysgarth is totally committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Aysgarth are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
Support for the School	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people. • A strong commitment to the principles of equity, diversity and inclusion. • A commitment to working as part of the whole school team and supporting the vision and ethos of the school.



	<ul style="list-style-type: none">• To attend relevant meetings, inset training and participate in training opportunities and professional development, as required.• To adhere to school health and safety policy including risk assessments and safety systems.• Undertake broadly similar duties commensurate with the level of the post as required by the Headmaster including 'All School Events' such as Sports Day and end of term concerts.• Clean driving licence.
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<ul style="list-style-type: none"> • Experience of Sage or Xero and comprehensive use of Excel. 	X		X	X
<p>Personal Qualities and Attributes</p> <ul style="list-style-type: none"> • An exceptional role model exemplifying the highest standards of tact, diplomacy, confidentiality and integrity. • Commercially aware with a strong customer focus and a results driven approach. • The ability to work independently and as a key senior member of the team. • Calm and professional under pressure. • Motivated, ambitious and positive. 	X			X
	X			X
	X			X
	X			X
	X			X

Code:

AF - Application Form

I - Interview

September 2024