

Finance Manager

We are seeking a new Finance Manager to manage all aspects of the school's financial management as we approach our centenary. The Finance Manager plays a key role in shaping and informing the strategic direction of the school through accurate and effective planning and management of the school's finances, and through effective and accurate administration of the Finance Department

Reporting to: Bursar

Key Responsibilities

Financial Resource Management and Reporting

- To prepare monthly financial reports for presentation to the Bursar and Finance Committee;
- To prepare appropriate monthly budget monitoring reports for all budget holders;
- To ensure the timely production and issue of financial reports and returns and periodic cash flow forecasts as required;
- Identify and inform the Bursar of the causes of significant variance and take prompt corrective action as required;
- To be responsible for the management and accurate reporting of the scholarship and remissions programme;
- To be responsible for management of the school bank accounts;
- To undertake and be responsible for the provision of a comprehensive payroll service for all school staff including pension contributions and other deductions;
- To communicate as required with HMRC, Teachers Pensions, Scottish Widows and other service providers to ensure all aspects of employer and employee contributions and deductions are full and accurately addressed;
- To undertake and be responsible for the preparation of all invoices and collection of fees and other dues;
- Ensure the school receives value for money.

Accounting and Governance

- Prepare the Annual Accounts for Rendcomb and the subsidiary companies in line with the statutory financial reporting requirements;
- Develop and implement appropriate financial systems and work with budget holders to ensure compliance to those;
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately;
- Create and manage appropriate accounting procedures to ensure the effective operation of financial controls and internal controls within Rendcomb;
- Prepare and maintain the asset register;
- Ensure Rendcomb meets all its obligations under Companies House and Charity Commission requirements, including reporting as may be required from time to time;
- Manage and complete the annual returns on behalf of the school, liaising with others as may be required;
- Liaise with auditors and facilitate all audit arrangements including provision of documentation as required, and implement all audit requirements and findings
- Ensure that tax and VAT obligations are recorded, reported and discharged correctly and effectively
- To prepare finance documentation in advance of meetings of the Finance Sub Committee and Full meeting of the Governing Body so that the Board can fulfil its financial obligations;

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- To attend meetings of the Finance Sub Committee and Fees Working Group of the Governing Body as required;

Human Resource Administration

- Prepare annual costed staffing plans to inform accurate budget planning;
- To have oversight of all HR matters relating to salary, pension and HMRC queries – liaising with the Human Resources Administrator and Bursar as required;
- To oversee and co-ordinate the financial work of the finance office, making arrangements for their appropriate training and development;
- In conjunction with the Bursar, to manage the process of recruitment and selection of finance staff as may be required;
- To ensure school policies are fully implemented across the Finance Office.

Income Generation

- In conjunction with the Bursar and Head of College, identify potential funding opportunities, agencies, government initiatives etc and ensure income generation from both diverse and obvious sources;
- Maintain accurate records of all fundraising activity, including the management of Gift Aid;
- Work with the Alumni Office, Director of Events and the Estates Manager to maximise external income generation and financial growth.

The Role

Rendcomb College is a co-educational independent day and boarding school for pupils aged between 3 and 18 years of age, located near Cirencester in the heart of the Cotswolds. It is a registered charity, registered under number 1115884. The school also has one wholly owned subsidiary, Rendcomb Services Limited, and will potentially be expanding to incorporate another subsidiary in due course. The school benefits from the support and ongoing interest of Rendcomb College Foundation which is a separate, although closely linked, company. As well as the main school operation, Rendcomb has a number of residential properties held under shorthold tenancies, plus a commercial strand which is forecast to grow substantially in the coming years. The school's annual income is in the region of £7m per annum and includes pupils from the UK and across the world.

The Finance Manager acts as a key individual in the school, providing the Head of College, Bursar and Governors with accurate, timely and focused financial information on all aspects of the school. The Finance Manager is expected to keep abreast of local, national and international changes to the independent sector which may impact on the school.

The school recently changed MIS to iSams. In addition, the school utilises SIRS as the accounting package although it is expected that this will change in the near future and the successful candidate would therefore be expected to play a key role in the selection and introduction of a suitable replacement system.

The Finance team consists of the Finance Manager and a substantially part-time Finance Assistant; as such, there would be a requirement for the successful applicant to be prepared to be hands-on in many aspects of daily accounting procedures and administrative tasks as well as looking at the more strategic elements. The school employs just over 165 staff and runs payroll internally. There are two major pension schemes in operation, and obligations under the Apprenticeship Levy.

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Person Specification

Essential

- Excellent financial awareness and experience
- Discreet and confidential in all aspects
- Excellent interpersonal skills with a diverse range of stakeholders
- Excellent organisational and planning skills
- Excellent written and oral communication skills, with a proven ability to build a positive and collaborative rapport with all stakeholders
- Professional attitude and approach to working at all times
- Ability to multi-task and adapt to changing priorities
- Excellent attention to detail
- Stay calm under pressure and work to deadlines
- Positive and friendly manner
- Desire to improve personal and departmental standards
- Strong IT and administrative skills
- Willingness to play an active role in the general life of a boarding school
- An appreciation of the aims and ethos of Rendcomb College
- Ability to make and implement decisions despite challenge

Desirable

- Formal accountancy qualifications
- Experience or in-depth knowledge of the independent school sector
- Experience of iSams

Outline Salary and Conditions

A competitive salary will be offered, in accordance with experience and qualifications. Rendcomb College has its own salary structure. All staff are automatically enrolled into the School's pension plan. Rendcomb College complies with standard employment legislation with regard to retirement.

Other Benefits

Rendcomb will provide staff with free parking, and with lunch during term time and for most days during school holidays. Use of the College facilities, including gym, can be arranged out of school hours subject to availability.

Hours of Work

This post runs throughout the whole year and is based on a Monday-Friday working week. Please note this role is not suitable for home working.

Holiday Entitlement

25 days per year plus Bank Holidays, at times to be mutually agreed between the post-holder and line manager. It should be expected that the majority of holiday entitlement will be taken outside of term-time.

Training

Suitable training, in-house or external, will be provided for the successful candidate where areas of knowledge/skills require development.

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Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's Professional Development and Review (PDR).

To apply

Please complete the TES application form by [clicking here](#) and clicking "quick apply". Please also email your **CV**, together with a **covering letter**, including details of two referees to Mrs Hannah Boydell at HR@rendcombcollege.org.uk

Please note, applications will not be considered without an up-to-date CV, covering letter **and** application form.

Application closing date: Noon on Thursday, 16 May 2019

Interviews: Tuesday, 4 June 2019

No agencies please

*We reserve the right to withdraw vacancies at any time
and/or to appoint at any time within the recruitment process*

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Introduction from the Head of College

Many thanks for your interest in Rendcomb College and as I say to the pupils,
“Your adventure starts here!”

Rendcomb College is a special place; one where pupils are free to explore academically and literally within a beautiful 230 acre environment. It is a safe place to try new things and we encourage pupils and staff to set ambitious goals, in the knowledge that teaching and learning is a journey which involves both success and challenge. Thanks to our small size, we are able to tailor and personalise each learning journey with staff and pupils enjoying warm, respectful and rewarding relationships. Our pupils are wonderfully genuine and decent; they want to learn and know that they have a responsibility in maintaining the “Rendcomb Family.”

The College is currently enjoying an exciting period of change and development. There is a “can do” approach from all staff. Academic results are excellent and will continue to improve as further initiatives become embedded. Pupils enjoy a broad range of co-curricular activities and we encourage them to support each other as only a small school can. The Campus is transforming as buildings are being built, refurbished and modernised and includes a recently opened state of the art theatre.

I am not alone in thinking that Rendcomb is a very happy and unique place and I look forward to receiving your application.

Mr Rob Jones
Head of College

Our mission

Our mission is to develop **thoughtful, adventurous** and **academically ambitious** young people who are life-long learners. We aim to prepare them with the character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and tolerance in a safe, caring community and magnificent natural environment.

About the College

Rendcomb College is a vibrant and rewarding place to work with a strong family ethos. We are committed to recruiting, developing and retaining high calibre teaching and business support staff for our wonderful school. All staff, regardless of role, are employed directly by the school and all play an important part in the provision of our first-class education.

We employ teachers who are imaginative, conscientious and dedicated to educating the whole person. As well as having outstanding academic credentials, we expect teachers to be fully involved in the extra-curricular life of our school.

Our Business Support staff fill a wide variety of roles and work both part and full-time with some roles being term-time only. They are very much part of our team and contribute to, and benefit from, the positive and family focused environment at Rendcomb College.

Located between Cheltenham and Cirencester, Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills whose family have maintained an active part of the school including significant financial endowment and governance. While the school draws closer to its centenary, we maintain a vision and ethos that remains true to Wills’ original values of providing an inclusive and broad-

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ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

The College owns some 200 acres of land including the Deer Park and the “Wilderness” which is an integral part of our Forest School and Outdoor Education provision. The College’s ten acres of pitches benefit from far-reaching and astounding views. An open air swimming pool lies next to the College buildings. The school boasts four new hard surface tennis courts, sports hall, and newly refurbished squash courts, gym and all weather astro turf.

Recent developments include a state of the art Performing Arts Centre at the heart of the campus (opened in February 2017) and major refurbishment of the Science Laboratories; five laboratories now have separate teaching and practical areas putting Rendcomb at the forefront of teaching and learning facilities in this area of the curriculum. Teaching and boarding facilities have also benefited from investment and an ambitious programme of facilities development is ongoing.
