

The Royal Alexandra and Albert School

Head of Finance Job Description



Job Title: Head of Finance

Contract type: Permanent

Hours: 40 hours per week, 52 weeks per year. Some flexibility may be possible for the right candidate.

Reporting to: Bursar

The Role:

Reporting directly to the school's Bursar, this pivotal role ensures the smooth and successful combined running of the two Finance teams supporting the School and The Foundation.

The Head of Finance is expected to work closely with the Bursar in supporting the Head, Trustees and Governors to deliver efficient and effective and sustainable use of resources. Continually looking for areas to add value to the organisation, in turn allowing the Foundation to make further investments in facilities and buildings.

Lead and inspire two small finance teams to enable the timely production of financial information and the integrity of the accounting records. Building good relationships with colleagues across all departments through regular communication will be key to creating efficient processes.

The School accounting function is subject to Surrey County Council accounting rules and the Foundation, which as a charity, operates within the requirements of the Royal Alexandra and Albert School Act 1949, the Charities Act 2011 and the United Kingdom generally accepted accounting principles comprising FRS102 and the Charities SORP.

Key Responsibilities:

- Leadership of both Finance teams.
- Monitoring of financial performance through timely management accounting and additional analysis and reporting thereon.
- Reporting as required to the Finance committees and, the full Board of Management and the Governing Body
- Preparation and analysis of the cash flow.
- Financial planning, including the preparation of short- and long-term budgets and forecasts.



Ambition



Courage



Integrity



Respect

- Preparation of financial models to support strategic planning and operational review.
- Production and analysis of KPI's and other statistical data.
- On-going review of both revenue and costs looking to maximise and minimise, always maintaining a balance between the educational and financial benefits.
- Responsible, via delegation, for payment and payroll.
- Preparation and monitoring of the asset register.
- Preparation of annual financial accounts, statutory returns and the audit process - liaising with auditors as required.
- Responsible for the finance policies of the School.
- Responsible for anti-money laundering.
- Liaison with the Foundation's Investment Advisers.
- Advising on VAT, Tax, PAYE and benefit in kind issues.
- Administering the "financial aspects" of the pension schemes for teaching and support staff.
- Day to day insurance claim monitoring
- Billing and Billing reconciliation (by delegation)
- Credit control (by delegation)
- Management of Bank Mandates
- Ensuring proper administration of the Local Authority Delegated Budget.
- Administration of the School Fund.
- Ensuring compliance with Local Authority financial practices and regulations.
- Ensure all finance systems are appropriate for the team's needs and continue to develop and introduce the improvements as required.
- Preparation for statutory of accounts for The Foundation's subsidiaries.
- Identification of training needs alongside coaching a motivation of the teams.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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