



Sheiling School Thornbury

Thornleigh Camphill Communities

JOB DESCRIPTION

- 1. Job Title:** Head of Finance
- 2. Responsible to:** Chief Executive Officer, Governors, Council of the Charity
- 3. Role Summary:**

As the Head of Finance for Sheiling School and a member of the Sheiling Leadership Team (SLT):

- To maintain accurate financial records and provide relevant financial information to ensure the effective running of Sheiling School.
- To provide high quality support to the CEO of Sheiling School in planning and controlling the work of Sheiling School and the Charity.
- To work closely with the Heads of HR, Resource, Fundraising and Development.

As a Camphill Steiner Special Residential School for children with complex and multiple needs, working with the therapeutic and educational insights of Rudolf Steiner, the Head of Finance will uphold the vision, values and goals of Sheiling School. The Head of Finance will ensure that our values are built into the culture and practices, and will give professional support and guidance to individual staff and to groups, alongside promoting the spiritual, social and cultural life of Sheiling School.

SUMMARY OF TASKS AND DUTIES

A. LEADERSHIP

- To assume co-responsibility with other SLT members for the management of Sheiling School in the absence of the CEO.
- To offer professional leadership and personal support to all team members to enable them to achieve agreed outcomes.
- To support the CEO, the Governors and Trustees by developing, introducing and monitoring a comprehensive set of procedures and policies which cover all aspects of Sheiling School's finances.
- To contribute to Sheiling School management decisions on all aspects of strategy, policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the Sheiling School's Strategic Development Plan and the Sheiling School Quality Improvement Plan.
- To chair meetings including SLT meetings, both internal and external as required.

- To actively contribute to and participate in social activities at Thornleigh Camphill Communities Thornbury in order to create, support and maintain a healthy community life.

B. BUSINESS SERVICES

Finance

- To promote the highest standards of financial accounting, drawing on a sound understanding of best practice and current and relevant regulatory requirements.
- To regularly update the CEO, and the other members of the School Leadership Team when relevant, on the effectiveness of the School's accounting practices.
- To develop a comprehensive, coherent and accurate account of the Sheiling School's financial performance to a range of audiences including Trustees/Governors, partners and external bodies when required.
- To produce monthly management accounts, including a review of variances, explore potential discrepancies with the CEO and Heads of Departments and make appropriate recommendations and advise of the impact on the business.
- To produce monthly end of year projections based on actuals.
- To produce monthly departmental reports and present to budget holders.
- To prepare cash flow statements as required and advise the CEO of the impact on the business.
- To produce the annual 3-year and annual budget in line with the School's Strategic Development Plan.
- To continually review and improve the systems surrounding all aspects of the School's budgets, forecasts and business planning.
- To report on the value for money that the School obtains in all its activities with special regard to economy, efficiency and effectiveness.
- To ensure that an appropriate financial policy framework is in place to guide the School's financial decision making.
- To lead, in close cooperation with the Auditors, the year-end audit process and other requirements from the Auditors for the completion of the Financial Statements.
- To maintain contact with bankers, investment managers, pension advisers and auditors.
- To keep abreast of financial developments across the charity and special education sectors.
- To maintain and develop costing models for the School.
- To carry out any necessary research, analysing it and concluding on the information

Financial administration

To support your team with regard to the tasks listed below:

- Maintaining day-to-day and monthly records for all financial transactions
- Data entry on the Sage accountancy system and Excel
- Processing cheques, invoices and petty cash
- Preparing monthly bank reconciliations
- Preparing BACS transactions, reconciling remittance advices with invoices.
- Assisting with credit control, checking aged debtors and chasing debtors for payment
- Assisting in the archiving of the finance records

Human resources

- To work closely with the Head of Human Resources to oversee the financial management of all human resources related aspects within Sheiling School.
- To oversee the monthly payroll, be responsible for ensuring the monthly payroll is completed on time every month and maintain a practical and in depth knowledge of every step of this process.
- To train new staff responsible for payroll to ensure they complete all the payroll steps competently and in a timely way.
- To complete tasks related to payroll when required to ensure the monthly payroll is completed on time every month.
- To maintain the company pension scheme including monthly payments and administration of the scheme for joiners and leavers.

Resources

- To work closely with the Head of Resource to oversee the financial management of all resource related aspects within Sheiling School. This includes maintenance matters, capital expenditure work and developments.

Fundraising

- To work closely with the Head of Fundraising with regard to all fundraising work and the development and implementation of Sheiling School's ongoing Fundraising Strategy in line with the charity's vision.

C. ADMISSIONS AND PUPILS' FEES

- Together with the Head of Development, to oversee with the admissions process for new pupils, ensuring all relevant documentation is obtained before the pupil's start date.
- To work with Local Authorities to agree fees for new pupils, and for existing pupils where there is a change in the provision.
- To ensure up-to-date documentation is held on file for all new and existing pupils.
- To review pupils' fee costing model every year to reflect increases in the cost of living and other increases, or when required by the CEO.
- To maintain the record of pupil's fees and take responsibility for invoicing and credit control.
- To negotiate yearly fee inflationary increases with our placing local authorities and other increases when required by the CEO.

D. STAFF MANAGEMENT

- To recruit staff as required, including writing job descriptions and person specifications, advertising, short listing and interviewing and arranging induction of new staff.
- To supervise and appraise all team members, including monitoring supervision responsibilities delegated to other staff, monitoring workloads and identifying training needs to ensure a high level of performance.
- To organise staffing timetables and ensure adequate cover is always in place when staff are on holiday or off sick.
- To work with other staff of Sheiling School on the development of a staff training framework.
- To ensure staff compliance with organisational policy and procedures and to initiate and conclude formal and informal disciplinary, capability, absence management, redundancy and grievance processes as required.

E. TRAINING, MANAGEMENT, COMPLIANCE AND PERSONAL DEVELOPMENT

- To endeavour, through further external or internal training sessions or courses, to enhance the professional quality of your work as Head of Finance.
- As Head of Finance, to participate in management meetings and Governors meetings as instructed by the CEO.
- To be familiar with the policies and procedures, e.g. on safeguarding, missing person, complaints procedures etc.
- To receive regular supervisions with the CEO. At these sessions your responsibilities will be reviewed and further training needs identified and agreed as necessary.

F. SAFEGUARDING

- To implement, promote and comply with the Safeguarding policies and procedures.
- To raise awareness of the protection of young people.
- To encourage good practice and support of procedures to protect children and adults.

G. MISSION STATEMENT OF THORNLEIGH CAMPHILL COMMUNITIES

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work

This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION – HEAD OF FINANCE

Criteria for Selection	Essential or Desirable	Method of Assessment
Education, Training and Qualifications		
A recognised professional accounting qualification with a thorough practical understanding of management accounting principles and techniques	E	Application form Qualifications Interview
Educated to Degree level or equivalent	E	Application form Qualifications
Evidence of further recent relevant professional development	D	Application form Qualifications
Experience		
Experience in a related field	E	Application form Qualifications
Experience of managing staff	E	
Experience of charity accounting	D	References Interview Interview tasks
Skills and abilities		
Excellent time management and organisation	E	Application form
Leadership skills	E	References
Ability to manage and prioritise a varied work load	E	Interview
High level ICT skills, including advanced Excel skills (pivot tables, vlookup)	E	Interview tasks
Experience with Sage 50 Accounts and Sage 50 Payroll	D	
Personal qualities and attitude		
Ability to maintain confidentiality	E	Application form
Ability to work under pressure	E	References
Good communicator, diplomatic	E	Interview
Self motivated and motivates others	E	Interview tasks
Team player, inclusive and respectful	E	
Actively support the ethos of the Charity	E	
Problem solver, strategic thinker and planner	E	
Sense of humour	E	