



Finance Manager

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: Kent Range 9

Full Time



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

We are seeking to appoint a suitably qualified, experienced and motivated individual to take up the post of Finance Manager. This role will support the Head of Finance and Budget Holders in all aspects of financial processes.

The successful candidate will have a positive and flexible approach while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

This role provides the opportunity to be part of our expanding, progressive and forward thinking school, and to be part of a friendly, supportive and talented staff team, committed to providing an excellent education for every child.

The Post

Job Title:	Finance Manager	Reports to:	Head of Finance
Team:	Finance	Start date:	As soon as possible
Grade:	Kent Range 9	Hours:	37 hours per week

Purpose and responsibilities:

The post holder will be responsible for all aspects of day-to-day and strategic financial management of the School, working closely with the Head of Finance and the Trustees.

The successful candidate will have a positive and flexible approach while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

They will also need:-

- To hold or be working towards a financial qualification;
- To have a good working knowledge, understanding and experience of schools' funding;
- Successful leadership and management experience;
- Excellent organisation, administration and record keeping skills and an eye for detail;
- Outstanding interpersonal skills with the ability to communicate clearly and effectively at all levels;
- Be an effective team member who will motivate and inspire others and help shape the Finance Manager role;
- Experience of working in a school setting is also desirable;
- This role provides the opportunity to be part of our expanding, progressive and forward thinking school, and to be part of a friendly, supportive and talented staff team, committed to providing an excellent education for every child.
- In the absence of the Finance Director, take delegated responsibility for financial decisions in the cluster.
- Oversee all matters relating to payroll, including; HMRC queries, National Insurance, benefits in lieu of pay, Give as You Earn schemes, liaising with the payroll provider as necessary.
- Ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll.

- Act as lead contact for employer pension matters and scheme administration for the Teachers' Pension and Local Government Scheme, including auto enrolment, opt outs and annual returns.
- Take responsibility for managing financial inspections by internal and external auditors and other bodies, and taking action on any recommendations made.
- Ensure that any tax obligations are discharged correctly and effectively.
- Work closely with the Operations Manager to produce, maintain and review the risk register and take action to address any high risk areas.
- Ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the NET Academies Trust, the EFSA, Local Authority, pension schemes and HRMC.
- Act as cost centre manager for specific budget areas.
- Take responsibility for all aspects of finance, payroll and pensions to contribute to the achievement of the educational vision for the academy.
- Plan, manage and actively promote change in accordance with the academy's strategic plan.

About You (Person Specification)

	Essential	Desirable
Qualifications		
Good general education	✓	
Good written and numerical skills	✓	
Accountancy or book-keeping qualification	✓	
Other relevant school-based experience		✓
Experience		
Experience of financial procedures and control systems	✓	
Experience of purchase ledger systems, cash handling and banking procedures	✓	
Experience of book-keeping or general accounting	✓	
Experience of managing and maintaining accurate records and filing systems	✓	
Working in an educational environment and with children		✓
Skills & Knowledge		
Good keyboard skills and effective use of Microsoft Office	✓	
Ability to accurately run reports	✓	
Accuracy and attention to detail	✓	
Ability to work to deadlines and use own initiative	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Knowledge of PS Financials, SIMS, HCSS and Pebble		✓
Ability to organise tasks with minimum supervision	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent and meticulous organisational skills	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Very good numeracy/literacy skills	✓	
Personal Attributes		
Have a positive approach to education	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Positive commitment to individual personal development	✓	
An excellent telephone manner, enthusiastic and positive attitude	✓	
Ability to work independently and be a team player	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 9: £30,485 - £34,963 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: 6 October 2022, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

