



**Mayfield Grammar School
Gravesend**

**Appointment of
Finance Manager**

Closing date: 1.00 p.m. – Monday 28th October 2019



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mqsg.kent.sch.uk Email: enquiries@mqsg.kent.sch.uk

Finance Manager

**35 hours per week (term time, development days & 3 weeks to be worked in the school holidays)
8.30 a.m. – 4.00 p.m. daily with 30 minutes unpaid break
Salary initially £18,971 (Kent Range 7 £22,182)**

An experienced, competent, efficient and accurate person, capable of meeting deadlines and juggling responsibilities is required as soon as possible.

You will be running the finance office of the School responsible for ensuring all orders, invoices, receipts and payments are processed promptly and in accordance with the school's procedures.
Experience of working in school finance is essential for this role.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.mqsg.kent.sch.uk

Applications made via Kent Teach and TES will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00 p.m. on Monday 28th October 2019**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a Learning Resources Centre on the main site.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and three Assistant Headteachers. There are five Faculties: English (including Drama and Media Studies), Mathematics (including Computing and Economics), Science, Modern Languages and Humanities. Art, Technology, Music and Drama are also taught throughout the school. Pastoral care is via Learning Leaders, working with Form Tutors and supported by Key Stage Co-ordinators. A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1130 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last three years, the school has admitted above PAN. We are currently undergoing an extensive rebuilding programme on both sites, to accommodate the rising roll.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Duke of Edinburgh Award scheme. There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers support programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

January 2019

JOB DESCRIPTION

Post Title	Finance Manager
Responsible to:	Headteacher
Grade:	Kent Range 7
Hours:	35 hours a week, 38 weeks a year plus development days and three additional weeks in the school holidays.
	Hours 8.30 am – 4.00 pm daily with 30 minute break
Salary:	Range - £22,182 to £25,112
	£18,971 (0.8552 FTE pro rata to £22,182 full time)

Duties:

Responsible for the day to day management and monitoring of the school's budget and financial systems in accordance with ESFA requirements.

Responsible for ensuring that invoices, receipts and staff payments are processed and recorded in the school's computer systems within strict deadlines and in accordance with ESFA requirements.

Work closely with the Headteacher on budgeting, reports and statutory returns

Chief Financial Officer for MGSG

Manage the performance of the Finance team ensuring that a positive system of performance management, target setting and appraisal is in place

Necessary Experience:

School experience essential

Good general standard of secondary education and the post holder must be numerate

Must be computer literate and have experience of working within financial regulations

Knowledge of SIMS and SIMS Personnel essential

Must be aware of ESFA Regulations and understand other relevant school policies

Experience of Access Financial Software and budgeting software preferable

Good communication and organisational skills are essential

Ability to prioritise own workload and to work to deadlines is essential

Responsibilities:

- Supervise and manage the Finance Office.
- Maintain financial systems and procedures in accordance with ESFA requirements in order to ensure the effective financial operation of the school budgets.
- Maintain and monitor all cost centres to ensure efficient and effective control of income and expenditure
- Balance accounts at the end of each month and prepare and submit VAT Return,
- Assist with Voluntary-Fund queries and answer student hatch
- Reconcile bank statements including the reconciliation of the school charge cards
- Performance management of Finance Assistants

- Prepare and submit the ESFA returns in line with the specified deadlines (currently BFRO, Land & Buildings return, Budget forecast)
- Preparation of the annual trustee report and associated work
- Annual review of the Academies Financial handbook and the subsequent amendment/updating of school procedures and Finance manual.
- Preparation of accounts and reports for auditor together with auditor and accountant liaison and support
- Preparation of Headteacher and Governor reports and attendance at Governor Finance and Premises Committee meetings if required
- Preparation of budget (including departmental bids and allocations and staff requirements/options) in conjunction with the Headteacher
- Monitor Income and Expenditure on a monthly basis
- Prepare budget forecasts and cashflow predictions when required by Headteacher
- Update information on Companies House website as necessary
- Raising invoices, processing payments, maintaining records of expenditure on Access and reconciling these against bank statements to identify any anomalies and rectify these
- Preparation and submission of School Workforce Census
- Maintain accurate staff records using SIMS Personnel
- Checking the information prepared for payroll and liaison with Baxters (Payroll Services) to ensure payments are processed accurately and on time
- Staff payroll and pension queries
- In conjunction with Baxters and the Finance Assistant prepare the Pension returns for both teaching staff and support staff
- Organisation and preparation of annual payrises for support staff and teachers in conjunction with the Headteacher
- Assist Headteacher with salary and asset register checks
- Assist with support staff recruitment and HR issues
- Maintain records and copies of school lease agreements
- Assist with the production of the new Year 7 packs

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder:

Date: