



Finance Manager

This is a rewarding role, which would suit a candidate with significant experience in finance and administration, who wishes to contribute to the success of Drumduan School.

The Finance Manager works with the Board of Trustees, Operational Manager, Administrative Assistant and Kindergarten Manager to help ensure the successful and smooth running of the School.

The Finance Manager reports to the Trustees, and is responsible for the following areas:

- Supervision of bookkeeping, invoicing and payments, which are managed by the Accounts Assistant; authorisation of some payments
- Prompt and thorough management of any debts incurred to the School
- Checking and submission of monthly payroll (outsourced to a payroll provider), in conjunction with Accounts Assistant and Administrative Assistant
- Monthly reporting to Trustees: Budget Variance and Variance Forecast, Balance Sheet, Cash Flow
- Highlight and report on any possible financial risks for the School
- Annual Gift Aid submission
- Annual budget setting and monitoring, in collaboration with other key staff
- Preparation of annual accounts in conjunction with auditors; submission of accounts to Companies House and OSCR
- Contribute to ongoing development of School financial policies and procedures

The following skills are essential:

- Excellent accounting skills, including some use of accounting software (the School currently uses Xero, for which basic training can be provided)
- Excellent organisational skills and attention to detail, high level of precision
- High level of initiative and able to work unassisted
- Ability to organise and successfully manage own workload to a high level of efficiency, while working in a busy and dynamic environment
- Clear communication skills
- Positive, pro-active attitude
- Commitment to the success of the School

The following are highly desirable:

- Experience of working in education or charity sectors and an understanding of what is involved in running a school
- Some knowledge of and commitment to the Steiner ethos of the School

12 hours per week, 32% FTE

46 working weeks per year, 6 weeks paid annual leave, to be taken largely during School holidays

Salary: £22,000 pa (pro rata)

Hours: It is most helpful for both the School if set working hours are adhered to, and regular attendance at the School particularly during term time is expected as part of this role. Some home working may also be possible by arrangement, particularly during School holidays. The Finance Manager may also be invited to sit on the Board of Directors.