



JACK & JILL

FAMILY OF SCHOOLS

Position	Finance Manager
Location	All 3 Schools in the Family of Schools
Reporting To	Principal
Hours	Full Time
Contract Type	Permanent
Salary	Competitive
Start Date	November 2021

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951. It is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy, as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Family of Schools is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020.

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Principal
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Finance Manager

Purpose of Role

The Finance Manager is responsible for providing professional management of the Finance function in supporting the high standards required at the schools. This is a standalone role so the job holder will cover the whole Finance remit of the School from transactional to strategic leadership.

This is a very pivotal role and requires attention to detail, accuracy and good time management.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Leadership

- To advise and work with the Proprietor and Strategic leadership Team (SLT) on the strategic use of funds to ensure efficient and effective staffing and improvements to the schools
- To ensure the finance function provides a high-quality service to all at the schools and secure continual improvement.
- To work with the Head of IT to automate processes to enhance efficiencies for the School and end users.
- Ability to interpret complex financial data and present to the Proprietor and SLT as required. Assist the SLT in formulating the 3-year School Development Plan and in establishing the policies, systems and procedures through which they shall be achieved.

2. Operational

- To ensure financial compliance, with effective controls and procedures are in place.
- To prepare, discuss, negotiate and agree the final budget with relevant stakeholders and use the agreed budget to actively monitor and control performance to achieve value for money. Inform the Principal and SLT of significant variance, its cause and take prompt corrective action, and propose revisions to the budget if necessary.
- To prepare the month end/termly reconciliations, accounts and year end data to allotted deadlines, liaising with the School's accountants as necessary.
- To monitor all accounting procedures and resolve problems, including processing all payments, operation of the bank accounts, ensuring full reconciliation.

- To negotiate, manage and monitor all contracts, tenders, agreements and insurances. Ensure any contractors are bound by robust contractual agreements.
- Responsible for the finance aspect of the School's management information system (FAMILY) and answer any queries on the finance side of this system.

3. Transactional

- Create customer invoices and ensure that customers are invoiced correctly and all queries are dealt with promptly and courteously. Responsible for debtor management and impact on cash flow
- Ensure that all transactions are within the accounting and billing systems and that payment runs are made on time (SAGE 200 and FAMILY). This includes posting creditor invoices, bank payments, credit card statements, accruals, pre-payments and journals onto SAGE 200.
- Prepare the returns to Achieving for Children in relation to Early Years Funding.

3. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the schools' safeguarding policy.

4. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

What we can offer

This is an exciting opportunity for a committed, dynamic and innovative Finance Manager with proven success to play a significant role in the day-to-day management and future development of a high-achieving Family of Schools.

The opportunity to work in Twickenham, Hampton and Hampton Hill and be part of a Family of Schools that supports children up to the end of KS2.

Person Specification

Attributes	Essential
Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent and evidence of up-to-date CPD. • Qualified Accountant
Experience	<ul style="list-style-type: none"> • Experience as a business/finance manager in a School would be desirable • Self-starter and flexible with the ability to drive change and make processes more streamlined, efficient and robust.
Knowledge	<ul style="list-style-type: none"> • Extensive management information and finance management systems experience, ideally SAGE.

Leadership	<ul style="list-style-type: none"> • Ability to work strategically and assess priorities within the business • Highly analytical with ability to think creatively, anticipate and solve problems and adapt to changing circumstances. • Ability to motivate and inspire. • Ability to work alongside a highly experienced and skilled leadership team, both contributing and challenging effectively.
Other Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate with all stakeholders • Excellent IT skills (Office 365 and financial tools) • Self-motivated with high level of organisational skills and attention to detail and ability to prioritise workloads effectively • Ability to demonstrate flexibility, teamwork and commitment to the School's values.
Behaviour	<ul style="list-style-type: none"> • Demonstrates high standards of personal integrity, loyalty, discretion and professionalism. • A calm, patient positive and reassuring manner. • Enthusiasm and commitment to provision of the best finance provision, to maximise business effectiveness
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and welfare of all stakeholders.

Application Process

To apply for the post, please complete an application form on the School's website and return to HR: hr@jackandjillschool.org.uk

CLOSING DATE: 24 October 2021