



Finance Manager Information Pack





The School

Monkton places “thinking differently” at the heart of its strategic vision. We pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the Monkton group of schools, which is made up of Monkton Prep, Monkton Senior and All Hallows Schools and is a registered charity, incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley, two and a half miles south of the historic city of Bath. Nearby is Monkton Prep with a separate Head but part of the same foundation. In 2022 All Hallows Prep school joined the Monkton group. All Hallows is in Shepton Mallet, 20 miles from Monkton Combe.



The schools have a strong boarding tradition; however, day pupils comprise one half of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs.



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Fundamental Task

The post holder is responsible for providing effective, high quality management of all financial tasks and services and will have immediate line management responsibility for all finance staff.

Responsible to

Director of Finance

Financial Operations

- To oversee the management of the computerised financial accounting systems for the School and Trading Subsidiaries
- To ensure compliance with the Financial Regulations and Procedures Manual
- To liaise with all major budget holders on matters relating to budgets, income and expenditure
- To liaise with challenging parents on matters relating to fees and payment of fees
- To oversee the invoicing systems and all debt collection
- To oversee the preparation of automated BACs payment runs as required
- To ensure accurate reconciliations of Campaign and Appeal receipts are completed
- To oversee all month end and year end procedures for all ledgers, including payroll
- To oversee the Commercial Accounts Assistant to ensure all transactions are posted correctly and monthly balance sheet reconciliations are completed
- To prepare and submit quarterly VAT returns, ensuring VAT is allocated to the correct company
- To provide financial support for the Monkton Parent Community
- To monitor expenditure of major projects and minor capital works
- To undertake cost savings projects as required and to identify and recommend opportunities for improved cost control across the group

Financial Development

- To assist in the management of financial risks (for example political and economic risks)
- To assist in the annual budgeting process, including capex budget, in particular by collating budget holder requests and inputting the agreed budget
- To provide analysis of fixed assets and calculate depreciation
- To review annually the Financial Regulations and Procedures Manual
- To prepare the Department for the annual audit
- To prepare the annual accounts



Reporting

- To review weekly debtor reports
- To oversee the production and distribution of termly management reports from across the group
- To produce any other management information as requested by the Director of Finance

Monkton Group

- To assist the Director of Finance with onboarding new schools to the Monkton group
- To assist in the development of management reporting for new schools

Staffing

- To work with the HR Manager in the recruitment and appointment of suitably experienced and qualified finance staff
- To appraise staff as required in line with the continuous feedback cycle
- To manage the induction, training and on-going development of the finance team ensuring succession planning and progression of staff is delivered
- To support the Trading Subsidiary finance staff
- To support the finance staff across the group

Other

- To deputise in the absence of the Director of Finance
- To complete surveys required by ONS
- To participate in Senior Leadership Team meetings and other meetings as directed by the Director of Finance
- To co-ordinate the archiving and destruction of historical data
- To keep up to date with technical accounting developments



Notes

The post holder may be reasonably required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

Person Specification

		Essential	Desirable
Qualifications	Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and Mathematics.	√	
	Fully ACCA or CIMA qualified	√	

		Essential	Desirable
Experience	Experience of working in a busy office environment.	√	
	Experience in Financial management positions	√	
	Experience of complex VAT		√

		Essential	Desirable
Knowledge & Understanding	Equal Opportunities, Health and Safety, SEND and Child Protection	√	
	A detailed working knowledge of accounting software	√	
	Charity Accounting Experience		√



		Essential	Desirable
Skills	Efficient and meticulous in organisation	√	
	Attention to detail, with an ability to spot numerical errors	√	
	Initiative and ability to prioritise one's own work	√	
	Ability to manage the finance team	√	

		Essential	Desirable
Personal Attributes	Good oral and written communication skills	√	
	Flexibility in working hours will be required to meet the demands of the role	√	
	Ability to work well within a team setting and build good working relations	√	
	Able to follow direction and work in collaboration with line manager	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
	Full sympathy with the Christian ethos of the School, while being sensitive to those with different or uncertain beliefs.	√	



Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.