

FIXED TERM APPOINTMENT OF FINANCE PROJECTS MANAGER

Part-Time | 2-Year Contract



ST GEORGE'S
EDINBURGH

MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 700 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield. Our Senior School, Junior School and Nursery are on the main campus. Our Lower School is on the Lansdowne Campus which is across the road and adjacent to the main site.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



VACANCY DESCRIPTION

FINANCE PROJECTS MANAGER

Job Purpose

The post holder will lead on several finance projects, including system implementation and improvement and the set up of tax processes. The post holder will also assist the Business Director with forecasting and scenario planning.

Accountable to

Business Director

Key responsibilities

Finance System and Process Improvement

- Identify and implement changes and improvements to Finance system to ensure full functionality is utilised, and that system is kept up to date to reflect developments such as changes to tax laws.
- Design and implement associated processes and controls for any changes to Finance system.
- Provide training on system changes to Finance team and wider staff as needed.
- Ensure processes and controls around income and purchasing are appropriate and kept up to date.
- Attend training courses and network groups to ensure the school is aiming for best practice in its use of the finance system.

VAT

- Liaise with external advisers to agree best approach for VAT registration.
- Ensure processes related to VAT returns, VAT recovery and partial exemption are set up appropriately.

Uniform Exchange

- Assist uniform exchange with setting up EPOS system and associated stock and cash controls and ensure VAT is applied correctly.
- Ensure recognition in finance system is appropriate.
- Streamline ordering of merchandise across the school.



VACANCY DESCRIPTION

FINANCE PROJECTS MANAGER

Fundraising and Other Income

- Ensure all fundraising and donations platforms are set up appropriately and monies and necessary data are collected.
- Assist event organisers with budgeting and income collection.
- Investigate and implement a cashless payment system for catering.
- Work with the commercial team to increase commercial income and profit.

Payroll

- Assist with implementation of HR system so payroll can transition to being processed in-house.
- Assist HR with pensions administration and improvement of the staff benefits package.
- Ensure policies are in place to comply with employment tax legislation.

Other Finance Tasks

- Assist the Business Director with budgeting, forecasting and scenario planning.
- Assist with cash and treasury management.
- Assist with data analysis to provide financial insight.
- Produce financial appraisals for specific projects.
- Assist all staff in identifying and implementing cost and efficiency savings.
- Other Finance tasks to assist Business Director as required, which may include production of management accounts and assistance with the year-end statutory audit.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



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FINANCE PROJECTS MANAGER

Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Main Terms and Conditions of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

	Essential	Desirable
<u>Qualifications</u>		
Qualified accountant	X	
<u>Experience</u>		
Significant experience in a professional finance function	X	
Recent experience of finance transformation and/or system improvements	X	
Experience of the not for profit/education sector		X
<u>Knowledge, Skills and Abilities</u>		
Excellent level of ability in Excel and accounting software	X	
Understanding of 'best practice' finance controls and processes	X	
Excellent problem solving and analytical skills with a commitment to ongoing improvement	X	
Excellent communication and influencing skills	X	
Positive and enthusiastic with a professional attitude	X	
Motivated, highly organised with initiative and proven project management skills with the ability to multi-task, prioritise and manage own workload across multiple projects	X	
High degree of discretion and confidentiality	X	

Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches during term time
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Salary Details

- Full-Time Equivalent Salary is £45,000 - £50,000 per annum.
- Salary will be pro-rata to reflect part time hours once hours agreed.

Hours of Work

- Up to 3 days/22.5 hours per week.
- Fixed-Term for 2 years.

Key dates

- Closing Date - 31st July 2024
- Interviews - TBC

