

Erskine Stewart's Melville Schools



Finance Project Manager (Temporary until August 2025)

Purpose of Job

The Finance Project Manager will support the delivery of both day-to-day tasks and ad-hoc project work within ESMS's finance function. This includes special projects, financial and management reporting, cashflow management, budgeting, system and process improvements, automation, and ad-hoc financial analysis and modelling.

Authority and Accountability

The Finance Project Manager has ownership and accountability for several key activities within the Finance Team, and will support other members of the team with BAU and ad-hoc activities as and when required.

Direct Reports

The Finance Project Manager will report to the Head of Finance.

Key Relationships

The Finance Project Manager will work closely with the wider finance team, as well as collaborating with other departments in the School to ensure consistency and alignment of processes and approaches with the Finance team.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance

does not live up to these

- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with the wider ESMS community
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the leadership of the Schools/ Duties and Responsibilities

- Undertake financial modelling and analysis for special projects
- Work with the Head of Finance to revamp the annual budget process, to produce accurate annual and monthly reporting to enable proactive monitoring and effective cost control
- Enable the set-up of revised and automated monthly and annual Management accounts
- Support the implementation of VAT on independent school fees
- Clean up nominal and department codes and apply VAT categories to ensure fit-for-purpose
- Build and maintain an effective cashflow model
- Work with ICT to enhance data, reporting and MI for the Head of Finance and wider Finance Team
- Work with Commercial, Sports, CCF and other departments to ensure consistency and alignment of processes and approach with Finance
- Improve and automate all aspects of the Finance Team’s BAU processes and controls, to drive efficiencies and simplify wherever possible
- Develop and produce analysis, reporting and KPIs for BAU and ad-hoc purposes as required by the Head of Finance
- Assist the Head of Finance in building tighter processes and controls for the purchase order and procurement process
- Automate/improve and simplify manual Excel processes and models
- Provide ad-hoc support to, and cover for, the rest of the Finance team as and when required
- Any other duties as appropriate to the role and assigned by the Head of Finance or Bursar.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Strong technical and transactional experience, ideally gained in a commercial environment • Experience of building and preparing reports and models • Experience posting and analysing financial information • Demonstrable experience of leading financial improvements • Experience building, reporting and enhancing processes and controls • Proficient in Excel, Access, with SAS & Power BI knowledge • Experience of using multiple accounting and finance systems 	<ul style="list-style-type: none"> • Experience of working in an education environment • Experience of using the PASS system
Education/Qualifications	<ul style="list-style-type: none"> • Part-Qualified accountant/Qualified by experience – at least 5 years 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Excellent communication skills and ability to interact with internal and external stakeholders at all levels • A great collaborator with interpersonal skills • Strong analytical skills 	

Personal Attributes	<ul style="list-style-type: none"> • Proactive and self-motivated, with the ability to take initiative and hit the ground running • Highly organised and detail-oriented • Capable of working effectively under pressure and meeting tight deadlines 	
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Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post

This is a temporary, part-time position available immediately (subject to satisfactory pre-employment checks) until August 2025.

Hours of Work	The hours of work will be part-time, 8.00am-5.00pm with an unpaid break of 45 minutes, three days per week. A paid working week of 24.75 hours.
Salary	Salary will reflect qualifications and relevant experience. The salary range is £35,304 - £37,851 per annum (ESMS Support Staff L Scale).
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will work across both sites at Ravelston and Queensferry Road. The role is site-based with opportunity to work from home.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Thursday, 17 October.

Interviews will take place as and when suitable applications are received. Due to this, the Recruiting Manager has the right to close the vacancy early if an offer of employment is accepted.