Finance Manager

Job Description

Job title	Finance Manager
Reports to	Head of Finance
Responsible for	Day to day management of finance team and operations
Hours of work	37 hours per week, Monday to Friday
Location	Edinburgh (hybrid working available)
Contract	Permanent, full time

PURPOSE OF THE ROLE

The Finance Manager leads the day-to-day operation of the Finance Office and its team, which manages the finance function for George Heriot's School, the Charitable Trust and its wholly owned trading subsidiary, Heriot Enterprises Limited ("Heriot Enterprises").

The Finance Manager holds overall responsibility for accounting and financial control across income, expenditure and the balance sheet, for the integrity of the ledgers, and for the production of timely and reliable management and statutory information. The role combines technical accounting with leadership and development of the Finance Team, working in close partnership with the Head of Finance to strengthen controls, improve processes and support well-informed decision-making across the organisation.

REPORTING LINES

The Finance Manager reports to the Head of Finance, who is the senior finance leader for George Heriot's School. The Head of Finance reports to the Chief Commercial Officer, who has overall responsibility for the school's financial strategy and is responsible to the Principal and Board of Governors.

KEY DUTIES AND RESPONSIBILITIES

The duties below indicate the main responsibilities of the post and are not an exhaustive list. They may be reviewed and adjusted from time to time in discussion with the postholder to reflect the needs of the organisation.

1. Leadership of the Finance Office

- Lead and develop the Finance Team, line managing the Payroll and Pensions, Credit Control and Purchase Ledger Managers, and overseeing the Billing and Finance Administrators through them.
- Organise the work of the Finance Office so that deadlines, month-end timetables and service standards are met and key processes are covered during absence, including deputising for the Head of Finance.

2. Financial Control and Compliance

- Maintain the integrity of the general ledgers of the Trust and Heriot Enterprises, including balance sheet reconciliations and fund balances.
- Identify risk and improve controls, policies and procedures, ensuring compliance with the Charities Statement of Recommended Practice (SORP), accounting standards and HMRC requirements.
- Work with the Development Team on donations, funds and reserves, and support the Head of Finance with accounting for the investment portfolio

3. Management Reporting and Budgeting

- Prepare the monthly management accounts for the Trust and Heriot Enterprises, for approval by the Head of Finance and inclusion in the quarterly reporting packs.
- Lead the preparation of the annual budgets with budget holders, and oversee the accounting for bursary and Foundation awards, including allowances and remissions.

4. Audit, Statutory Reporting and Taxation

- As the main contact for the auditors, lead the year-end accounts and annual audit and agree the timetable for the Governors' Report and account approvals with the Head of Finance and the Governance Team.
- Prepare and submit VAT, Gift Aid and corporation tax returns for the Trust and Heriot Enterprises.

5. Banking, Income, Payments and Payroll

- Oversee banking, cash and treasury administration, and maintain the 13-week rolling cashflow forecast for inclusion in the quarterly reporting packs.
- Oversee the purchase ledger, billing, income collection and credit control, and give first approval to supplier payment runs in line with the Scheme of Delegated Authority.
- Review the monthly payroll and reconciliation prepared by the Payroll and Pensions Manager and maintain enough working knowledge of payroll to provide cover.

6. Systems and Continuous Improvement

- Act as business owner for the finance, billing and payment systems, and for process improvement.

7. General

- Uphold the School's safeguarding, data protection, health and safety, and equal opportunities policies at all times.
- Contribute to the wider life and community of the School.
- Undertake other reasonable duties commensurate with the post, as required by the Finance Manager.

SKILLS AND EXPERIENCE REQUIRED

- Proven experience in a comparable finance management role in an organisation of similar size and complexity
- Preparation of accurate, timely and informative management accounts, year-end accounts and the annual audit
- Budget preparation and working with non-financial budget holders
- Leading and developing a finance team, including line management of experienced staff
- Balance sheet reconciliations, fixed assets and lease accounting

- Processing VAT returns and working in conjunction with HMRC requirements
- Strategic thinking and sound commercial judgement
- Strong IT and systems skills, including advanced Excel, accounting software and commercial banking platforms
- Ability to identify risk, design proportionate controls and improve processes
- Excellent written and spoken communication, with the confidence to propose change and deliver solutions
- Ability to translate financial information for non-financial audiences

Personal Attributes:

- Understanding of and empathy for the ethos and objectives of George Heriot's Trust, including the School and the Foundation, which supports children who have lost a parent
- Commitment to safeguarding and promoting the welfare of children and young people
- Integrity, discretion and credibility at all levels
- Resilient, proactive and able to prioritise competing deadlines
- Leadership style that develops and empowers others
- Able to work independently and collegiately as part of a team
- Humour, empathy and kindness.

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust,

Scottish Charity number SC011463.