



Job Description

Job Title: Assistant Finance Manager
Responsible to: Finance Manager
Hours of Work: 37 hours per week, Monday to Friday

Summary of Position:

The Assistant Finance Manager is based within the Finance Office at George Heriot's, which manages all finance functions for George Heriot School, Charitable Trust and two subsidiary entities.

This role covers the breadth of George Heriot's School Finance function, with particular focus on payroll and pensions support.

Key Duties and Responsibilities:

Responsible to the Finance Manager, the main duties of the Assistant Finance Manager include, but are not limited to:

Financial control & reporting:

- Assist the finance manager with monthly management accounts preparation
- Support the Finance Manager with financial reporting to the Senior Management Team, Governors and other stakeholders including financial analysis / KPIs and cost reports as required
- Assist in preparation, distribution and analysis of budget report,
- Prepare budgets, management accounts and VAT returns for the School's wholly owned subsidiaries.
- Fully responsible for the Fixed Asset register, identifying additions and disposals, calculating and applying depreciation and accounting for leases,
- Supplier payment runs – review and BACS payment approval,
- Assist the Finance Manager with accounting, record keeping and reconciliation of the Trust's investments (as managed by an external investment manager),
- Ownership of ongoing finance improvement projects as identified and delegated by Finance Manager,
- Providing support and cover for the Finance Manager as required.
- Working closely with the Finance Team, sharing knowledge and facilitating development/training opportunities,
- Supporting the implementation of the Finance and Billing modules of the new software

- system
- Other ad hoc duties as required

Payroll and Pensions:

- Assist the Payroll and Pensions Manager in delivery of the monthly payroll,
- Maintain and process monthly payroll and pensions on PASS payroll system,
- Answer any payroll and pension related queries from staff and external stakeholders,
- Collate all timesheets and enter onto the monthly payroll,
- Liaise with HR department regarding new and leaving staff, SSP, SMP, and any other changes relevant to payroll,
- Produce monthly payroll and pension reports and submit associated data as required,
- Prepare monthly payroll reconciliations, both within the payroll module and the nominal ledger,
- Assist in the preparation of annual payroll and pension returns,
- Build sound working knowledge of Heriot's payroll and pension processes in order to provide support and cover for the Payroll and Pensions Manager as required
- Actively support the implementation of new payroll and HR system

In performance of this role, the following experience, skills and attributes are considered to be beneficial

Experience Required

- Some experience of administering payroll and pensions, including a final salary and an auto-enrolment pension scheme.
- Specific experience of administering the Scottish Teachers Pension Scheme is desirable but not essential
- Good knowledge of Microsoft Office with minimum Intermediate level in Excel
- Suitably part-qualified accountant (CIMA/ACCA/ACA/CA or qualified by experience)
- Proven experience gained in a similar role within a professional environment
- Previous experience of working within the Education and/or Charity sector(s) is an advantage but not essential

Skills and Attributes Required

- Strong organisational skills with an ability to prioritise and ensure that tasks are completed on time and to a high standard with excellent attention to detail,
- Proactive attitude with a willingness to learn, analyse and develop,
- Ability to work both independently and as part of a small team, setting a good example and behaving with integrity
- Excellent written and spoken communication skills, with experience of working with people across all levels of an organisation
- Acting as a key point of contact for day-to-day finance queries, the ability to build relationships and influence stakeholders across the organization is essential

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 SC0114