Annexure A: Job Description (Finance Manager)

Drafted: July 2019

Purpose of the post

The Finance Manager is responsible for the accurate and effective management of the school finance and accounting systems and the management of the finance department. It will be their responsibility to ensure the accuracy and completeness of all accounting related data.

Reporting lines

The Finance Manager reports to the Principal and the Bursar and Assistant Bursar report to the Finance Manager.

Working Hours

Your usual hours of work are Monday to Friday, 9:00 to 13:00 during term time with reduced hours over school holidays – based on workload. There will be the occasional need for evening work and your hours can be flexible to accommodate this.

Outputs and key actions

Output 1	**Financial Management**
Key actions	• Produce monthly management accounts (income statement and balance sheet), from the Pastel accounting package (not in excel) ensuring accuracy and completeness of information and reconcile balance sheet accounts monthly • Prepare monthly variance analysis budget vs actual, current month vs prior month, and provide explanations and insights into potential cost savings. • Introduce accruals so money is allocated to correct period • Prepare thorough monthly reviews for Management, Fincom and SGB and provide assurance on accuracy and completeness of information • Build relationship with External Audit firm to ensure that RGHS is getting sufficient value added input from audits and implement any recommendations from annual audits • In conjunction with the SGB and Finance Committee devise a Risk Matrix that will address the key/critical risks affecting the school. • Advise the Principal and SGB if fraudulent activities are suspected or uncovered • Ongoing review of key risks vs systems, recommend changes as needed e.g. update delegation of authority, spend limits • Engage with Insurance providers to ensure that the school is adequately covered with respect to the risks identified above.

Output 2	**Budget management & forecasting**
Key actions	• Lead annual budget process together with the Principal and ensure the budget reflects the school strategic priorities and financial constraints. • Use the agreed budget to actively monitor and control performance to achieve value for money • Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets

Output 3	Leadership and Management
Key actions	• Weekly meeting with Principal for an update on current issues • Handle many of the financial type queries that currently land on the Principal's desk • Attend weekly and occasional Management team meetings as required • Attend monthly Fincom meetings and SGB meetings as required. • Join project teams as required e.g. Solar, capex projects, etc. • Act as Line Manager to the staff of the Bursars' Office. • Provide oversight for the Bugs Boutique Uniform Shop staff (including bookkeeper) and processes. • Provide oversight to the School Tuckshop staff and processes.

Output 4	Policy Development
Key actions	• Gain a thorough understanding of the Acts and other legislation applicable to public schools and implement changes where non-compliance is identified. • Review/document all finance-related policies and procedures for compliance with departmental regulations, applicable legislation and generally accepted accounting practice. Ensuring adequate policies are in place • Develop a delegation of authority framework and ensure compliance. • Over time, review all finance processes for efficiency and risk and adjust if needed.

- *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

- *Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job profile will be amended from time to time as part of the performance management process*

- *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers*

Competencies, and qualities required for the post

- **Knowledge and experience**
    - Chartered Accountant with 5-7 years' experience
    - Experience with Auditing processes and procedures
- **Skills**
    - Strong analytical and problem-solving skills
    - Strong interpersonal skills
    - Pastel (or other related accounting package)
    - Advanced Excel
    - Strong organisational and administrative skills
    - Strong oral & written communication skills
- **Personal competencies**
    - Ability to work under pressure and meet deadlines.
    - Ability to manage expectations and ensure delivery of services.
    - Support the larger vision of the school by getting involved in occasional school events.
- **Interpersonal competencies**
    - High level of integrity and honesty
    - Strong work ethic
    - Ability to be principled, data based ~~assertive~~ and firm with demanding customers (parents) and staff
    - Ability to maintain strict confidentiality
    - Ability to lead, manage and develop staff
    - Ability to work with and relate to people from all cultures and backgrounds, and to make them feel included and valued.