



FINTON HOUSE  
SCHOOL

Finance  
Manager

January 2024







# WELCOME TO FINTON HOUSE

Thank you for your interest in working at Finton House. We are an outstanding non-selective co-educational preparatory school for boys and girls aged 4-11, located next to Wandsworth Common in South West London.

## 1 | OUR STORY ...SO FAR

Finton House was founded in 1987 as a charitable trust with two principles in mind: that children joining Reception should not have to face the pressures of a competitive entry system, and that of providing an inclusive environment where all children, including those with special educational needs, have the same opportunities.



**340 PUPILS  
74 STAFF**

The School motto “Open Hearts and Guiding Hands” sums up the relationships which pupils and staff build with each other, with our local community and the wider world.



**FOUR  
HOUSES**

The House system gives pupils a way to make friends outside of their year group whilst instilling a sense of belonging, pride and teamwork in them.



**SPECIALIST  
FACILITIES**

We have specialist facilities including purpose-built Music rooms with soundproof recording booths, a Science lab, DT workshop and an Art room.



**EVERY CHILD  
CAN SHINE**

A Fintonian demonstrates our ‘Finton Goals’ of kindness, respect, curiosity, resilience, communication, morality and self-belief.



2

FROM OUR

# CHAIR OF GOVERNORS

I am always so impressed and hugely thankful for the staff's dedication to the school's objectives and to each child's education at Finton House. This became particularly apparent during lockdown when they worked tirelessly to create and deliver a leading remote learning offering. This was created by leveraging the experience of schools around the world and utilising our previous investment in technology. Like everything at Finton House, we strive for improvement and keep evolving the educational experience so that we can now take the best of what remote learning has taught us and bring that to our on-site learning in 2021 and beyond.



In a world with an increasingly rapid pace of change where we must be prepared for the unexpected, our objective is that children leave Finton House with a confidence, resilience and understanding of the world which will allow them to thrive wherever they go next in life. I have the pleasure of seeing this first-hand when our Old Fintonians return to visit, come back to work with us or bring their children to school here. There is no doubt in my mind that being part of the Finton community is hugely rewarding and fulfilling.

Liz Buckley

3

FROM OUR

# HEAD

“Happiness is the key to a successful education.”

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman




ROLE SPECIFICATION

FINANCE MANAGER

Job Title	Finance Manager (year-round, full time)
Reporting to	Bursar
Job Purpose	We are seeking a dedicated and detail-oriented individual to join Finton House School as a Finance Manager. If you have a passion for finance, strong analytical skills, and a commitment to accuracy, we invite you to apply and contribute to our mission of providing exceptional education.
Salary	£50,000 plus benefits detailed in this pack
Main Duties	<p>Working with the Bursar and supported by the Finance Assistant, you will lead the Finance function at Finton House School. As Finance Manager, your duties will include, but are not limited to:</p> <ul style="list-style-type: none"><li>Managing the month-end and year-end procedures for the school's accounts including bank reconciliations, credit card reconciliations, prepayments, accruals and other journals. Produce monthly management and year-end accounts, explain budget variances and update future financial forecasts.</li><li>Proactively working with budget holders to report on monthly expenditure and manage variances to budget. Develop a more effective method of expenditure communication (i.e. introduction of a formal purchase order system).</li><li>Working with the School's external auditor to complete the annual audit, answer audit queries, and produce supporting schedules.</li><li>Assisting the Bursar in the production of the annual budget.</li><li>Compiling and processing the school's payroll including liaising with an outsourced payroll provider.</li><li>Managing the termly fee billing using our pupil management system. Manage fee collections through the direct debit process and follow up on accounts receivable.</li><li>Managing the accounts payable process to ensure that invoices are processed and paid on an accurate and timely basis.</li><li>Administering early years funding applications and reporting.</li><li>Ensuring compliance with Financial Policies &amp; Procedures including delegation limits, authorisation processes and such others.</li><li>Working with the Head of Marketing, Communications and Development to produce monthly accounts for development activity, track bursary donations, manage marketing related expenditure, and budget for charity events, Bursary related activities, and Partnership activities.</li><li>Any other finance-related duties as reasonably required by the Bursar.</li></ul>

PERSON SPECIFICATION

FINANCE MANAGER

Qualifications and Attributes	<p>The ideal candidate for the Finance Manager role at Finton House School will possess the following qualifications and attributes:</p> <ul style="list-style-type: none"><li><b>Education:</b> A degree in finance, accounting, or a related field. Fully-qualified professional accounting qualifications are required.</li><li><b>Experience:</b> Proven experience in financial management, accounting, or related roles. Experience in an educational institution or nonprofit environment is advantageous.</li><li><b>Attention to Detail:</b> Meticulous and accurate in financial record-keeping and data analysis.</li><li><b>Analytical Skills:</b> Proficient in analyzing financial data, identifying trends, and making data-driven recommendations.</li><li><b>Communication:</b> Strong written and verbal communication skills, with the ability to present financial information clearly to non-financial stakeholders.</li><li><b>Team Player:</b> Able to collaborate effectively with colleagues across different departments.</li><li><b>Software Proficiency:</b> Familiarity with financial software and tools, including intermediate Excel and accounting software. Systems training in Oasis School Accounting and Engage Fees will be provided.</li><li><b>Integrity:</b> Demonstrates ethical behavior and handles confidential financial information with discretion.</li><li><b>Adaptability:</b> Capable of working in a dynamic environment and adapting to changing priorities.</li><li><b>Innovation:</b> Capable of identifying, and helping to implement, efficiencies to systems and processes.</li><li><b>Commitment:</b> Highly driven to achieve results, conscientious to meet deadlines and targets.</li></ul> 
-------------------------------	---



7

# APPLYING FOR THE ROLE



## APPLICATION PROCESS

To apply for this position you will need to complete an application form and submit a covering letter and CV. Completed applications should be sent FAO the Headmaster, Ben Freeman, c/o Justine Lavelle (HR Coordinator) on [justine.lavelle@fintonhouse.org.uk](mailto:justine.lavelle@fintonhouse.org.uk). Applications will be considered on a rolling basis and we may close the process early if a suitable candidate is found.

**Application deadline:** 9.00am on Friday 9 February 2024

## INTERVIEW PROCESS

Applications will be assessed against the Job Description & Person Specification, with candidates invited for an initial interview either in person, or via Teams. Interviews will be conducted on a rolling basis and we may close the recruitment process early if we find a suitable candidate.



6

# WHY WORK AT FINTON? BENEFITS

- 30 days' holiday
- Finton House operates a generous pension scheme for all employees. Support staff are enrolled into Scottish Widows with an employer contribution of 7.5%.
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.
- Other benefits include regular (optional) social occasions and events; strengthening the strong sense of the Finton House staff community.



# VALUES

## AND ETHOS

## ***“Open Hearts and Guiding Hands”***

---

### EQUALITY & DIVERSITY

Finton House Educational Trust values Equality & Diversity in everything that we do, with inclusivity being a founding principle of the School. All applicants will be treated with respect and dignity, and provided with the support they require to complete their recruitment journey with the School.

### SAFEGUARDING

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.