



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

## Finance Manager

**As early as possible, ideally in July 2021**



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



## From Will Phelps Headmaster



Dear Applicant,

Thank you for your interest in the position of Finance Manager at The Beacon.

Working closely with the Director of Finance & Operations, this is a key role providing professional and effective management of our Finance department. The successful applicant will be a professionally qualified accountant highly experienced in managing a small Finance department with strong financial controls, together with excellent interpersonal and advanced Excel skills.

The role is being offered on a permanent contract and we would like the successful applicant to start work as early as possible, preferably in July this year.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. Our school is set on an 18 acre site near Amersham, Buckinghamshire, some 30 minutes from London by train.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Will Phelps  
**Headmaster**



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





## **JOB DESCRIPTION**

### **Finance Manager**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

### **Main Duties & Responsibilities**

- To take responsibility for all financial and accounting matters of both the School and the Beacon Bursary Fund, reporting to the Director of Finance and Operations and managing the Finance team.
- To manage and be responsible for overseeing the work of the Finance team and developing, motivating and appraising staff, ensuring high performance standards and key objectives are achieved and maintained.
- To prepare termly management accounts, reconciliation of control accounts, and analysis of variances between budget and actuals. To prepare reports for termly board packs as required by the Director of Finance and Operations.
- To perform fee billing including preparation of, and sending, termly fee bills in a timely and appropriate manner, communicating with current and future parents, monitoring receipt of fees and collecting outstanding debts. To work with local authorities to ensure that appropriate funding is billed and received, and manage administration of the School Fee Plan.
- To manage accurate, timely payment of suppliers, with invoices recorded and coded correctly and accruals and prepayments made where appropriate.
- To manage payroll including processing monthly adjustments to the payroll bureau through to final payroll, ordering childcare vouchers, managing administration of pensions including Teachers' Pensions, stakeholder pensions and auto-enrolment, and managing the maintenance of the Payroll Portal. Processing payroll through to general ledger.
- To ensure that all sales invoices are raised in a timely manner with effective credit control.
- To maintain the fixed asset register and calculate depreciation.
- To manage the accounting and reconciliation of all bank accounts on a timely basis.



- To prepare for and manage the external audit including planning meeting, liaison with auditors on-site and clearance meeting.
- To maintain accounting records for The Beacon Bursary Fund including preparation of, and submission, of Gift Aid claims for submission to HMRC. To prepare annual accounts for independent examination.
- To oversee the financial administration of trips; collecting payments from parents where applicable and ensuring that internal procedures are adhered to and that all costs are adequately controlled.
- To liaise with staff across the School including Facilities, IT, Director of Admissions, Marketing and Teaching. To support non-finance managers to better understand the budgeting and financial management processes within the school.

***To undertake such other reasonable duties from time to time as the School may reasonably require.***

### **Skills**

- Exceptional Finance Management ability
- Strong leadership and development skills
- Strong technical accounting knowledge
- Advanced Excel and modelling expertise
- Creating statutory accounts
- Ability to delegate and manage the work of others
- Experience of AP and AR
- Fully qualified accountant (ACA, ACCA, CIMA)
- Produced budgets up to multi-millions
- Experience running annual audit
- Experience with Accounting software
- Interest in education beneficial

### **Terms**

**Hours:** Full-time, 5 days a week (37.5 hours per week) – includes working term and non-term time preferred. For the right candidate it may be possible to have a hybrid arrangement to cover part of the school holidays as well as term time.

**Duration:** Permanent contract

**Start:** As early as possible, ideally in July 2021 - subject to satisfactory vetting and DBS etc

**Holiday:** 6 weeks paid annual leave



## The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be completed online. Alternatively, please send a copy of your completed Application Form and covering letter:

- by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **17:00 on Monday 14 June** and interviews will be held the following week.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

