

FINANCE MANAGER VACANCY

Sarum College is a place of encounter, dialogue and discovery for all who wish to seek truth and grow in a spirit of enquiry. In this place of Christian hospitality, we offer community through lifelong learning as we explore our engagement in work and society.

Located a few yards from the magnificent Salisbury Cathedral, throughout the year we welcome thousands of people for overnight stays – those on courses, guests on sabbatical or retreat, conference delegates and those visiting the city. Some bedrooms have lovely Cathedral or Close rooftop views. We also have a one of the largest theological libraries in southern England and an award-winning bookshop.

Sarum College is an incorporated charity with a trading subsidiary called Sarum College Services Ltd. The consolidated income is around £1.7 million from a range of educational programmes, hospitality, bookshop and property income.

The role of Financial Manager is to be responsible for financial administration through to Management Accounts with the assistance of the Finance Assistant (4 days per week).

Terms and Conditions:

<u>Salary</u>	The salary is £21,000 to 25,000 p.a.
<u>Hours per week</u>	Hours of Work: 35 hours a week, Monday to Friday, 9.00 am till 5.00 pm with a daily unpaid break of one hour. Work may be required outside these hours to assist the College with events and additional work may also be required to cover other staff absences, for which time off in lieu will be given. Lunch is provided in the Refectory without a charge.
<u>Line Management</u>	The post holder reports to the Bursar. The post holder supervises the work of the Finance Assistant whose line manager is the Bursar.
<u>Leave</u>	The post's annual leave entitlement is 25 days plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Holidays are to be taken with due regard to the needs of the College, in particular the deadlines for financial reporting, and following consultation with the Bursar.
<u>Job purpose</u>	<ul style="list-style-type: none">• To ensure that the College's financial transactions are properly recorded, processed, reconciled and reported to management account level.• To be the operational face of finance to the assorted departments• To supervise the work of the Finance Assistant.• To perform these tasks for the charity, trading subsidiary and any organisations the Charity may enter into agreement with.• To assist the Bursar as required.

JOB DESCRIPTION

Main duties and responsibilities:

1. Payroll

- To oversee all aspects of payroll processing and perform payroll tasks as required through to annual returns including liaison with pension providers, HMRC and other statutory organisations

2. Financial Management

- Reconcile the College's bank accounts
- Clear the control accounts and reconcile courses
- To administer student fees including raising invoices, processing receipts, keeping abreast of unpaid fees and sending reminder letters
- To operate procedures and systems for controlling, recording and processing income and expenditure transactions
- To control the purchase ledger and sales ledger including reconciliations, taking action for the recovery of overdue fees in accordance with the current policy on the treatment of debtors.
- To undertake routine reconciliation processes
- To assist with the smooth running of the bookshop and hospitality finance systems and to perform month end procedures, reconciliations and invoicing in relation to each department.
- To produce and send invoices for the College where they are not raised by other departments
- To produce reports and financial returns as required including monthly management accounts
- To assist the Bursar in the preparation of the annual capital and revenue income and expenditure budgets, in consultation with the heads of departments for consideration by the Principal and Trustees.
- To assist the Bursar in the preparation of forecasts and cash flow forecasts
- To produce the quarterly VAT returns
- To prepare and submit the Gift Aid declarations
- To prepare for the drawing up of the year end accounts by completing necessary reconciliations and schedules.
- To support Heads of Department in expense monitoring including providing cost centre reports for budget holders
- To cover for the Finance Assistant during absences.
- To meet and work with appointed auditors, as required

3. Trustees

- To assist the Bursar with the preparation and distribution of all papers relating to meetings of the Governing Body

4. Administrative

- To assist the Bursar with the preparation of statistical returns
- To be a proficient user of the College's finance IT software and database
- To assist in the smooth running of the College administration, the Finance Officer may occasionally be required to stand in for absent staff which may include assisting with staff, students, customers and prospective customers.

5. General

- To deputise for the Bursar in his/her absence
- To provide support as required to the Bursar
- To respect at all times the confidential nature of the information which passes through the finance office

6. Promote and safeguard the wellbeing of students by ensuring compliance with the College's Safeguarding policy at all times. It is a requirement of staff to report any actual or potential risks to the safety and welfare of students to the Designated Safeguarding Lead. Safeguarding training will be included in the induction process.

7. To contribute to the overall aims, ethos and targets of the College, appreciate and support the roles of other members of the College and attend and participate effectively in relevant meetings as required.

8. To be aware of and participate in the College's performance management framework and training and development activities as required, sharing information where appropriate.

9. To comply and assist with the development of policies and procedures relating (but not limited) to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

10. To carry out such other duties as the College may from time to time reasonably require. The list of duties is not exhaustive or prescriptive and this job specification will be reviewed and updated periodically, after consultation with the Post Holder. The post holder will be expected to approach the role with enthusiasm and initiative and play their part as a full member of the College's support staff.

PERSON SPECIFICATION

Key Skills	Essential	Preferred
Working knowledge of accountancy procedures and book keeping	X	
Working knowledge of Sage Line 50 and Sage Payroll	X	
Strong IT skills, particularly Microsoft Excel	X	
AAT Level 3	X	
ACCA full or part qualified		X
Practical Experience Of	Essential	Preferred
Purchase ledger management	X	
Credit control	X	
Cash allocation	X	
Production of Management Accounts	X	
Preparing and monitoring budgets		X
Bank reconciliation	X	
Report production	X	
Billing administration	X	
Payroll administration	X	
Pension administration	X	
Pensions auto-enrolment		X
Being responsible for VAT reconciliation	X	
VAT partial exemption		X
Gift Aid claims		X
Personal Competencies and Qualities	Essential	Preferred
The ability to plan and organise effectively	X	
Initiative and problem-solving ability	X	
Proven record of adaptability/ability to be flexible	X	
Team player	X	
Excellent organisational skills	X	
Excellent attention to detail	X	
A good sense of tact, diplomacy and integrity	X	
A good sense of humour	X	
Ability to work autonomously and deliver results	X	
Ability to work to and meet deadlines	X	
Excellent numeracy skills	X	
Outstanding written and oral communication skills	X	
Personal energy, drive and resilience with a desire to make a difference	X	
An ability to collaborate effectively with the public, academic and administrative staff	X	
Experience of working in an educational environment		X
An understanding of vulnerable person protection and safeguarding		X
Understanding of charity and corporate governance		X
Knowledge of the specific accounting requirements relating to educational establishments and charities		X
Sympathy with the Christian roots and values of the College		X