



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Finance Manager Candidate Information Pack

INTRODUCTION

The Finance Manager is responsible for the management of the financial resources of the Mill Hill School Foundation. The Foundation comprises of seven Schools, a Spring and Summer School, Mill Hill School Enterprises Ltd and separate charitable Trust Funds and has a turnover of £45 million.

The individual will make a major contribution to the continued success and growth of the Foundation and ensure that the Foundations' financial resources are aligned to support its strategic objectives.

Reporting to the Director of Finance and Resources and based at Mill Hill, the Finance Manager is responsible for the management and statutory accounts and for the line management of the finance team on a day-to-day basis.

**Closing date for applications: Wednesday 22 February 2023.
Interviews to take place w/c 27 February 2023.**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT, FULL TIME

Reporting To

DIRECTOR OF FINANCE AND
REOURCES

Hours

40 HOURS PER WEEK

Benefits

PENSION
ON SITE SUBSIDISED GYM
FREE PARKING
LUNCH IS PROVIDED

Salary

UP £75,000

THE FOUNDATION

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek, as a Foundation, to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

Professional services staff are key to the success of the Mill Hill School Foundation and are instrumental in achieving its strategy and objectives. We create an inspirational, compassionate and unpretentious environment where we enable staff to grow, develop and achieve their desired goals.



JOB DESCRIPTION

Finance Duties and Responsibilities

General

- Line Management of the Finance Department staff
- Main contact for the Foundation's Bankers, ensuring compliance with the terms of its debt facilities
- Responsible for the planning, design, monitoring and evaluation of efficient and effective financial processes compliant with relevant regulations and legislation
- Work with the Development Office to maximise its financial effectiveness and ensure appropriate recording and handling of donations
- Financial procedures manual to be maintained and updated
- Continually review and develop financial procedures and systems
- Overall responsibility for banking, accounting and management of cash balances
- Leading on all aspects of insurance required by the Foundation, main point of contact for the broker, ensuring appropriate cover is in place, policies manage risk adequately and provide value for money
- Administration of finance systems, online banking and payment portals including (Accounts IQ, iSAM's , Online Banking, BACS, Flywire, credit card portals, iTrent people and payroll system)
- Act as signatory to the Foundation's bank accounts and keep all bank mandates up to date

Management Information and Financial Reporting

- Lead liaison with the external auditors, co-ordinating requirements with the schools, preparing reports and schedules required for the audit. Preparing and reviewing statutory accounts
- Financial planning including annual and longer term budgeting and forecasting
- To provide regular management information to the Schools and Execs
- Develop planning and analysis tools to assist with forecasting and scenario planning
- To prepare financial forecasts and reports for the Court and Finance Committee
- Maintain fixed asset schedules and prepare depreciation calculations
- Making required submissions to relevant bodies including HMRC, Charity Commission, Companies House

Fees

- Supervise the fees team ensuring timely and accurate collection of fees
- To ensure effective credit control processes are in place including active chasing of overdue accounts and liaise with schools regarding overdue accounts

Purchase Ledger

- Supervising the purchase ledger and petty cash. Authorising the payment of invoices by both BACS and cheque utilising online banking and payment portals

Payroll

- Oversee and authorise the monthly payroll for all Schools
- Supervise the payroll function including the integration of schools into the Foundation payroll process

Other

- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of: Child Protection; Health, Safety and Security; Confidentiality; and Data Protection
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals as required
- Participate in training and development activities and programmes, and attend and participate in meetings as required
- Perform other duties as requested by the Director of Finance and Resources as commensurate with the post

PERSON SPECIFICATION

Skills and Attributes

- Strong interpersonal skills are essential, with the ability to interact with a range of individuals from parents, staff and Governors
- The post holder must be a good leader and a strong team player. They will have the ability to lead by example and ensure harmony and excellent working practices within the team
- Demonstrate attributes of discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- A creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate a co-operative, reliable, customer responsive and proactive attitude with good communication skills at all levels
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

Experience and Knowledge

- Previous senior management experience in a similar role (minimum 5 years' experience)
- Experience of working in the preparation of management and financial accounts for a medium to large organisation
- Previous experience of working in a school environment (desirable)

Qualifications and Skills

- Graduate or equivalent experience. A recognised accountancy qualification is essential, which is at least equivalent to ACMA, ACCA, or ACA
- Advanced ability with Excel plus Word, databases and financial systems
- Excellent verbal and written communication skills to communicate effectively with colleagues, pupils and parents

HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[Apply](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9:00am Wednesday 22 February 2023**.

Interviews to take place w/c 27 February 2023.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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millhill.org.uk

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