

Position Description



TITLE OF POSITION	Finance Manager
POSITION TYPE	Permanent full-time
CONTRACT	Support Staff in Schools Collective Agreement
REPORTS TO	Headmaster
DIRECT REPORTS	Accounts Administrator and Accounts Receivable staff
PRIMARY TASK	Help staff and families get financial matters sorted so the school can deliver its educational priorities. Make processes easy to understand and use, give practical advice and resolve queries promptly. Manage payroll, budgets, monthly accounts, financial records and the two finance staff. Provide clear information to the Headmaster and Board and coordinate external accounting and audit services. The role covers the school including Adams House.

This is a service role. The Finance Manager understands what people need to achieve, helps them find workable solutions and simplifies processes wherever possible. The Headmaster and Board set financial direction and establish expenditure delegations.

KEY TASK AND PERFORMANCE INDICATORS

	Key Task and Performance Indicators	Key Outcomes
1.	Payroll administration - Set up new staff in payroll using authorised employment information. - Submit authorised payroll changes accurately and on time. - Maintain payroll and leave records. Check reports, resolve queries, and errors with the payroll provider.	- Payroll deadlines are met. - Records are accurate, and errors are corrected promptly.
2.	Budget preparation and monitoring - Prepare operating and capital budgets with the Headmaster, using agreed priorities and assumptions. - Test significant requests against supporting costs, timing and previous expenditure. Explain options and future costs. Help budget holders prepare realistic requests and understand their budgets. Load approved budgets and monitor income and expenditure.	- Budgets meet agreed deadlines and reflect school priorities. - Significant requests have a clear basis; options and financial consequences are explained. - Material variances and likely overruns are raised early.



KEY TASK AND PERFORMANCE INDICATORS

	Key Task and Performance Indicators	Key Outcomes
3.	Finance operations - Oversee accounts payable and receivable, cash handling and banking, supporting staff with their responsibilities and complex queries. - Oversee international student fees, charges and homestay payments, working with the international team to maintain accurate accounts and resolve queries. - Review monthly bank and general ledger reconciliations prepared by the Accounts Administrator. Forecast cashflow and flag payment risks. - Support Accounts Receivable to follow up overdue charges promptly and respectfully, resolve queries and arrange payment plans. Bring hardship requests, significant disputes and proposed write-offs to the Headmaster with a recommendation. - Make financial procedures clear and easy to use. Help staff obtain spending approvals and ensure payments receive a separate check and authorisation before release. - Help staff arrange purchases and payments efficiently, and bring matters requiring the Headmaster's decision with a clear recommendation.	- Transactions, cash handling, banking and reconciliations are accurate and timely. - International student accounts and homestay payments are accurate, and queries are resolved promptly. - Staff can complete requests easily and obtain required approvals. - Cashflow and control concerns are raised promptly. - Overdue accounts receive timely, respectful follow-up; payment arrangements are recorded and monitored. - Queries receive prompt, practical help and clear next steps.
4.	Accounting systems and records - Use the school's financial systems to maintain accurate records and provide reliable reporting, working with IT and external support when needed. Continually improve financial processes to make them easier for staff and families and reduce duplication. - Maintain the asset register and records of purchases and disposals; coordinate depreciation entries with the external accountant. - Coordinate stock take information for the uniform shop, canteen and hostel, and ensure stock balances are accurately recorded with external accounting support. - Keep financial records secure, organised and accessible to authorised staff.	- Systems and records are reliable. - Assets and depreciation are accurately recorded. - Stock balances are accurately recorded.



KEY TASK AND PERFORMANCE INDICATORS

	Key Task and Performance Indicators	• Key Outcomes
5.	Year end accounts and financial returns - Coordinate the external accountant's preparation of annual financial statements. Provide reconciled records and supporting information, and resolve queries with the finance team. - Ensure GST and other required financial returns and payments are completed on time, using external support where agreed. - Coordinate audit requests and follow up on agreed actions with the Headmaster.	- Year-end information and financial returns meet agreed deadlines. - Audit information is readily available. - Agreed audit actions are completed.
6.	Monthly accounts and reporting - Prepare monthly accounts showing actual income and expenditure against budget, cash balances and significant variances. - Explain the figures in plain language and provide financial information requested by the Headmaster.	- Monthly reports are accurate and delivered by agreed dates. - The Headmaster and Board can clearly see the financial position.
7.	Staffing expenditure and banked staffing - Check staffing entitlement, usage and payroll funding codes each pay period. Investigate discrepancies and coordinate corrections. - Forecast the year-end banked staffing position and Board-funded staffing costs, using agreed appointments, release, relief and known changes. - Explain risks and corrective options to the Headmaster early. Include a staffing summary in monthly financial reporting.	- Reports are checked each pay period and discrepancies are corrected promptly. - Forecasts are reliable and assumptions are clear. - The Headmaster has sufficient warning to make informed staffing decisions.

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8.	Management of the finance team • Manage and support the Accounts Administrator and Accounts Receivable staff. • Set expectations for accuracy, deadlines and helpful service. Review work, provide feedback and arrange training and cover during absences and school holidays. • Complete staff reviews and raise unresolved performance concerns with the Headmaster.	• Staff understand their responsibilities and meet deadlines. • The team provides a helpful, professional service. • Essential work continues during absences.

Competencies and behaviours

- Acts with integrity, discretion and respect. Protects confidential staff, student and financial information.
- Starts by understanding what staff and families need to achieve. Gives prompt, practical help, explains requirements plainly and follows through until queries are resolved.
- Uses sound judgement and proportionate checks. Makes routine matters straightforward, offers workable options and brings decisions beyond delegated authority to the Headmaster or nominated delegate.
- Provides practical advice on costs, budget effects and options. Respects delegated decisions and keeps procedures documented so the finance service can operate during staff or leadership changes.
- Supports the school's purpose and standards, follows relevant policies and health and safety procedures, and undertakes other reasonable duties consistent with the role.
- Participates in the shared reception roster, providing lunchtime cover one day each week during term time.

Skills and experience

- Relevant accounting or finance qualification, or substantial practical experience in a comparable role. Chartered Accountant status is desirable but not essential.
- Experience in payroll administration, budget preparation, monthly accounts, reconciliations and financial controls. Ability to monitor and forecast staffing entitlement and expenditure, including banked staffing, or to develop this expertise promptly.
- Confident use of accounting software and Excel, with the ability to simplify processes and make systems easier for staff to use.
- Accuracy, organisation and the ability to meet deadlines and explain financial information clearly.
- Ability to manage a small team, provide helpful service, communicate confidently with budget holders and support account queries and payment arrangements. Experience in school finance is an advantage.
- Ability to recognise when specialist accounting advice is needed and work effectively with external accountants and auditors.

Approval

Headmaster

Date: October 2026