



FINANCE MANAGER – Job Description

For admin: ver. 1b, 28/02/2020 PUBLISHED

Position: Finance Manager

Reporting to: The Executive Committee (Trustees) of the Polish Parents Association (PPA)

Main purpose: The Finance Manager is responsible for ensuring the smooth running of school's financial operations by carrying out all book-keeping, entering bank and petty cash entries, monitoring financial performance and payroll. They must work closely with the Treasurer to produce management accounting information and forecasts. At year end they must produce the audit file and assist with the audit process. They will carry out other finances relating activities as requested by the Treasurer.

Areas of responsibility

1. Work is done mainly during school Saturdays, between 9am and 1pm. Occasionally it may be necessary to carry out some activities outside those hours.

Book-keeping, bills and payroll

2. To maintain a book-keeping system and a petty cash system including regular and accurate bank reconciliations.
3. To monitor and process all payments in a timely manner.
4. To maintain a record keeping system for paid and unpaid bills, petty cash vouchers and expenses.
5. To control cash collections from fundraising events and exam fees.
6. To undertake reconciliation of income from school fundraising events and the school tuck shop.
7. To supervise and support the payroll process.

Financial reporting

8. To assist in the preparation of annual budgeting, cash flow and management reports.
9. To prepare draft annual accounts for submission to the auditor/independent examiner and to liaise with auditors in the event of any queries.
10. Will participate in and prepare a report for meetings with the Trustees (PPA) when invited.

11. Will prepare a report for Annual General Meeting.

Other responsibilities

12. Assisting the Treasurer with development and implementation of financial procedures relevant to the role.

13. Carrying out ad hoc duties when required by the Chair of Trustees, Treasurer, HR Officer or other nominated personnel.

14. Managing workload according to established plan of activities and ensuring all transactions are processed accurately and on time.

15. Pursuing staff for missing information and dealing with queries.

16. Collecting of school fees in the form of cash or cheque or via online payment; helping to resolve parent queries on unpaid fees. Recording cash and cheque payments in the management system.

17. Maintaining the online payments system to ensure payments are set up for transfers.

18. Resolving internal and external queries relating to outstanding payments and disputed accounts.

19. Undertaking reconciliation of fee collection and reporting on debt levels.

20. Banking cash and cheque collections, issuing petty cash payments and receipts, controlling cash collections from school events any other duties that may arise from time to time.

21. Covering for other members of the team absent from work, of necessary.

Finance Manager – Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

Qualifications and training

1. AAT Qualification desirable but extensive experience will be considered too.
2. Training in operating of popular accounting systems (Sage, QuickBooks, etc.).

Professional experience

1. A substantial experience working in an organization as a bookkeeper.
2. Evidence of successfully handling all work responsibilities.

Essential skills and knowledge

1. Working knowledge of the accounting software like Sage, QuickBooks or similar.
2. General numeracy and good ICT skills including MS Office (Word, Excel).
3. Understanding of legislation related to accounting.
4. Ability to handle confidential and sensitive information.
5. Good customer skills, strong work ethic and team player.
6. Good command of Polish and English.
7. Be an effective team player that works collaboratively and effectively with others.
8. Up to date knowledge of statutory regulations and guidance relating to the post.
9. Understanding and knowledge of GDPR legislation and requirements.

Desirable skills and knowledge

1. Knowledge and understanding of accounting practices required for charities (e.g. SOFA).
2. Evidence of successfully handling all work responsibilities.
3. Experience of working in finance would be an advantage.

Special Requirements

1. Must hold a valid DBS certificate. It is possible for the School to arrange one.