



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Senior Accountant
Department:	Finance
Report to:	Bursar
Date:	October 2024

ROLE

To drive our financial and commercial strategy working closely with the Bursary team. To effectively manage our financial health and lead the finance team in their daily responsibilities and professional development.

SUMMARY OF DUTIES

Financial Leadership

- Develop the School's financial strategy with the Head and Bursar
- Oversee the implementation of the School's financial strategy
- Advise the Bursar, Head and Governing Body on all financial matters, ensuring sound financial decision-making
- Lead the school's finance team, ensuring effective management of budgets, forecasting, and financial reporting, and their professional development.
- Stay abreast of financial matters and trends relevant to the sector and disseminate this information to the team.

Budgeting and Financial Planning

- Prepare and manage the annual budget in consultation with departmental budget holders, Senior Leadership and the Governing Body
- Offer support to Departmental Budget holders, identifying significant variances and challenges early
- Provide regular financial reports, including forecasts and variance analyses, to the Bursar, Head and Governing Body
- Ensure long-term financial sustainability by aligning resources with the school's strategic goals.

Financial Control

- Maintain strong internal financial controls to safeguard the school's assets
- Ensure compliance with statutory financial regulations, including audit, tax, charity regulations and FCA

- Oversee the management of school fees, ensuring timely collection and managing financial assistance, bursary and advance payment programs
- Oversee the implementation of VAT on School Fees.

Investment Management, Fundraising and Development

- Manage the school's investments, ensuring optimal returns while maintaining agreed risk management strategies
- Collaborate with the school's Development Office to support fundraising efforts, ensuring proper financial management of donations, legacies, and other contributions
- Manage relationships with external stakeholders, such as donors, financial institutions, and auditors.

Risk Management and Compliance

- Develop and maintain a comprehensive financial risk management strategy, including insurance coverage, financial risk, and compliance with legal standards
- Ensure compliance with regulatory bodies, including charity law, financial conduct authorities, and any sector-specific financial regulations
- Maintain and regularly update the Finance Manual and associated Finance Policies.

Asset Management and Capital Planning

- Support the Chief Operating Officer in their role overseeing the maintenance and development of the school's property portfolio, helping to ensuring value for money and offering financial management support
- Prepare and manage the ten-year rolling capital plan and associated budgets, in conjunction with the Chief Operating Officer and Bursar.

Human Resources and Payroll

- Support the Chief People Officer in their role overseeing the payroll system, helping them to ensure accurate and timely payment of staff salaries and pensions and salary reviews.
- Support the Chief People Officer in their role regarding financial planning around staffing, benefits, and pensions.

Commercial Ventures

- Support the Chief Operating Officer in their role overseeing the management of the Lettings programme, advising on commercial matters and offering financial management support.

Strategic Leadership

- Work with the Senior Executive Team, Bursar and Head to develop long-term strategies, including financial projections for school expansion, refurbishment, or new initiatives
- Provide financial insight and contribute to strategic decision-making, including new revenue streams such as commercial ventures.

Stakeholder Management

- Act as the primary point of contact for external financial relationships, including banks, auditors, and suppliers
 - Provide transparent financial reporting and communication to parents, donors, and the Governing Body.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- ACA, ACCA, CIMA, or equivalent finance qualification or experience
- Significant experience in a senior financial role
- Strong leadership and management skills, with the ability to lead a finance team and work collaboratively with senior leadership
- Ability to analyse complex financial information and provide strategic insights
- Excellent communication skills, both written and verbal, with the ability to present financial information clearly to non-finance stakeholders and communicate sensitively when required
- Trustworthy, professional and collaborative team-player, able to work under pressure and prioritise effectively
- Strong understanding of UK charity law, tax regulations, and financial compliance
- Proficiency in Excel, financial management systems and software.

Desirable

- Experience working in the independent school sector or at a charity.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___