



RADLEY



Finance Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Finance Manager - Key Responsibilities

Budget and Management Reporting

- Co-ordinate the annual budget and termly forecasting processes, drawing up the budget in conjunction with approx. 80 budget holders.
- Prepare actual v budget management reports on a termly basis for the College.

Compliance

- Prepare the quarterly VAT returns for Radley College Services and Radley College, using the Partial Exemption Special Methods currently in force, and suggesting potential improvements.
- Draft statutory accounts for the Radley Foundation, Radley College Services and Radley College Leisure, and prepare figures for Radley College, for inclusion within the Group statutory accounts.
- Support the annual audit process for the College and its subsidiaries.
- Be aware of and ensure compliance with anti-money laundering procedures, running the termly compliance checks.

Nominal ledger control

- Produce annual nominal account listings and communicate to the finance team.
- Maintain the finance system (Oasis) and ensure this is updated regularly, ensuring file health reports are run on a weekly basis.
- Review College shop reports on a monthly basis and post to Oasis.
- Review the weekly supplier payment run in detail, checking coding of invoices, VAT analysis and the correct invoice sign off procedures have been respected.
- Review the weekly expenses payment run in detail, checking coding of expense forms, VAT analysis and authorisation.
- Review and sign off on the daily postings of the cash accountant.
- Process monthly and termly recharges for the school's Common Room, IT and Catering.
- Review and sign off team control accounts on a monthly basis.

Fees, Bursaries and Debt Collection

- Work in conjunction with the fees and bursaries accountant and the cash accountant to ensure accurate and timely fee billing and debt collection.
- Ensure the consistency of parental data between Isams and Oasis, running updates on a termly basis.

Key Responsibilities

Payroll

- Work closely with the payroll officers to ensure an efficient service to the school.
- Detailed check of payroll changes against source documents.
- Prepare payroll control accounts and post payroll journals into the accounts, ensuring mapping is complete.
- Maintain a log of average monthly headcount by department.
- Check a sample of employee payslips each month back to HR files.
- Liaise with the HR department regarding changes to payroll.

Other

- With the Director of Finance and the Project Accountant, ensure daily cash balances are managed to optimal effect, sweeping to deposit accounts where needed.
- Control credit card payment limits.
- Attend relevant training courses to continually develop technical and personal skills.
- Support any future transition of accounting systems and any opportunities offered through AI.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Finance Manager - Person Specification

	Essential	Ideal
Education	Degree (or equivalent)	
Qualifications	ACA, ACCA or CIMA qualified	
Experience	<p>Previous experience in a similar role.</p> <p>Experience of management of a small department.</p> <p>Experience of working in a team and on their own.</p>	<p>Post qualification experience.</p> <p>Experience of working in a school environment.</p>
Motivation	<p>Identifies and communicates areas of work which can be improved</p> <p>Has clear goals for personal and career development.</p>	<p>Is positive and questioning in approach.</p> <p>Identifies and confronts obstacles to personal and team performance</p>
Drive	<p>Is energetic and enthusiastic</p> <p>Identifies and confronts obstacles to personal and team performance.</p>	
Intellect	<p>Gathers information and analyses situations in a thorough and accurate manner.</p> <p>Understands basic research tools.</p> <p>Can weigh up information, issues and evidence.</p>	<p>Suggests solutions to situations.</p> <p>Quickly grasps issues.</p>

Judgement	<p>Knows when to ask for support and advice from colleagues.</p> <p>Explains issues and concepts clearly and confidently within team</p>	<p>Makes recommendations to line manager with proper consideration of pros, cons and consequences.</p>
Credibility & Communication	<p>Excellent communicator both written and verbal</p>	<p>Displays active questioning and listening skills</p>
Resilience	<p>Can balance normal workflow and demands without disruption to team members.</p> <p>Effective at managing time of themselves and others.</p>	<p>Can prioritise conflicting demands.</p>
Technical	<p>Extensive knowledge of IT including Excel and Word.</p>	<p>Knowledge of Oasis finance package.</p>