



EDGBASTON HIGH SCHOOL

FINANCE MANAGER

Full-time starting in September

INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.



WORKING AT EDEBASTON HIGH SCHOOL

THE OPPORTUNITY

Edgbaston High School is seeking an experienced accountant to join the Bursary team and manage all aspects of the school's day to day financial management. The role involves working with a wide range of stakeholders, including teaching staff, support staff, parents as well as external service providers, including VAT advisors and payroll bureau.

Every day will be different, and provide an interesting challenge, from buying foreign currency for school trips to supporting the Facilities Manager with transport contracts, and liaising with HR to understand changes in monthly payroll.

The Finance Manager will also provide a key support to the Director of Finance, with strategic financial planning and preparing managing the annual school budget.

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.



FINANCE MANAGER

Job Description

Hours: Full time. Monday – Friday 8:30am – 4:30pm with 30min unpaid lunch break

Reporting To: Finance Director

Specific Responsibilities:

The main responsibilities of this role fall into the following categories:

Operational Finance

- Oversee regular bank reconciliations and ensure timely posting of all transactions
- Manage the payroll and approval of monthly payroll adjustments for staff, including pension contributions.
- Manage process of preparation, submission and payment of VAT returns
- Manage process of preparation of regular BACS payment cycles and co-ordination of review and approval of payments
- Prepare other balance sheet reconciliations on a monthly basis (fee deposits, suspense codes, payroll)
- In conjunction with the Director of Finance, manage cash levels to ensure VAT, invoice payments and payroll can be processed on time, whilst maintaining income levels from short term investment income
- Oversee the collection of fee arrears including working with parents who are in financial difficulty
- Lead initiatives to streamline operational and accounting processes

Budgeting and financial reporting

- Monitor budget vs actual expenditure to identify coding errors and areas of possible overspend
- Identify and post journal adjustments as required
- Support the Director of Finance to prepare monthly management accounts and other reports, including re-forecasting each term, with insightful commentary, variance analysis, advice, and benchmarking data for Governors
- Support the year end financial process, ensuring all relevant prepaid and accrued expenses are accounted for correctly
- Review significant expenditure to decide on classification between capital and revenue expenditure and update fixed assets records and depreciation calculations

Management of EHS Property Services

- Prepare invoices for regular lettings and manage collection of debt
- Review user agreements and pricing for all lettings to maximise revenue
- Manage queries in conjunction with the Facilities Manager

Leadership and Collaboration

- Provide support and guidance to all budget holders in the process of setting budgets and monitoring expenditure throughout the year
- Manage, mentor, and motivate the finance department staff.

- Assist the Finance Director in presenting reports to senior executives, Governors, and Board members, including attendance at relevant Governor meetings if required

General Responsibilities:

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with all school policies and procedures
- Be aware of and support equal opportunities for all, understanding the requirements of Equality and Diversity.
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Ensure the confidentiality and discretion is maintained at all times.
- Carry out any other duties commensurate within the post as requested by the Headmistress or Line Manager.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.



FINANCE MANAGER

Person Specification

Qualifications/Professional Development

- A level Maths or equivalent qualification at Grade B or better
- Qualified to degree level
- Relevant professional qualifications such as ACA, ACCA or CIMA
- Evidence of involvement in related CPD

Experience and skills

- Proven track record of working in a finance role at a management level is essential
- Excellent written and oral communication skills, with a proven ability to build a positive and collaborative rapport with a diverse range of stakeholders are essential
- Proven ability to solve problems and innovate is essential
- Experience of leading a team is essential
- Experience of writing reports and formal letters is essential
- Experience of reviewing contracts and solving contractual disputes would be beneficial but not essential
- Experience of working in a school would be beneficial but not essential

IT skills

- Sound working knowledge and understanding of Microsoft applications is essential
- Sound working knowledge of OneDrive is essential
- Experience of using MIS applications or similar databases would be beneficial

Knowledge

- Excellent understanding of accounting issues, including an understanding of the operation and review of key financial controls
- Excellent knowledge of technical and analytical principles, including the ability to prepare financial statements, identify trends and respond to needs of the business
- Sound understanding of the underlying concepts of VAT reporting
- Sound understanding of data protection and confidentiality
- Sound understanding of safeguarding principles

Personal attributes

- Attention to detail
- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community

HOW TO APPLY

This position is full-time throughout the term and school holidays. We are looking for someone to start in September.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Applications, addressed to Mrs Beatrice Kail (Finance Director), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post, it should be addressed to:

**Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS**

The closing date for applications is **9am on Friday 18th July 2025.**

Interviews will take place at Edgbaston High School for Girls shortly after.

Successful candidates will be invited to a formal interview and will be given an administrative task. There will also be an opportunity to tour the School on the day.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

