



**PUTNEY**  
HIGH SCHOOL

**GDST**  
GIRLS' DAY SCHOOL TRUST



Brief for the position of:  
**Finance Manager**



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# Putney High School

With a focus on outstanding teaching and learning, wellbeing and opportunity, Putney High School is consistently recognised as one of the top schools in London and the UK. Having been graded as 'Exceptional' for pupil achievement and 'Excellent' in all categories after the most recent ISI inspection (the full report can be found [here](#)), the school continues to invest in its future, to ensure that the education Putney offers is not only the best it can be, but truly forward thinking.

Putney High School is a spirited, ambitious and innovative environment, and our students leave not only with a top set of results, but with the confidence and the resourcefulness to make their mark in whatever they choose to pursue. Putney is energetic, fun, supportive and above all, down-to-earth. Overall, we are:

**A spirited and vibrant school**  
**Inquisitive, intellectually curious and love learning**  
**Ambitious, bold and striving for excellence**  
**Innovative and open minded**  
**A collaborative and democratic community**  
**Which acts with integrity, kindness and a sense of moral purpose**  
**Down to earth**

Proud of its 126 year history, the school is always investing in the future. A new Science, Music, Drama and Debating Centre is scheduled to open in January 2021, a building that connects STEM subjects with the Arts; an entrepreneur is currently in residence and digital innovation is a key focus as part of the school's mission to deliver an education which is outstanding and relevant.

Putney High School is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 23 schools. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the schools.

# The Finance Department

The Finance Team is responsible for the day to day management of all financial tasks within the school, including invoicing, budget management and accounting, in order to support the Senior and Junior School departments' delivery of excellent teaching and learning.

Within the department, the Finance Team is led by the Finance Manager who is assisted by the Finance Officer and a part time Finance Assistant. It is a small but positive, supportive and friendly team, located in the heart of the school.



# Role

## Finance Manager

### Job purpose:

To be responsible for the effective and efficient provision and maintenance of the School's financial and accounting administration support, working within the legal and regulatory framework as guided by GDST policies.

### Grade:

Support Staff: Middle Leader 1

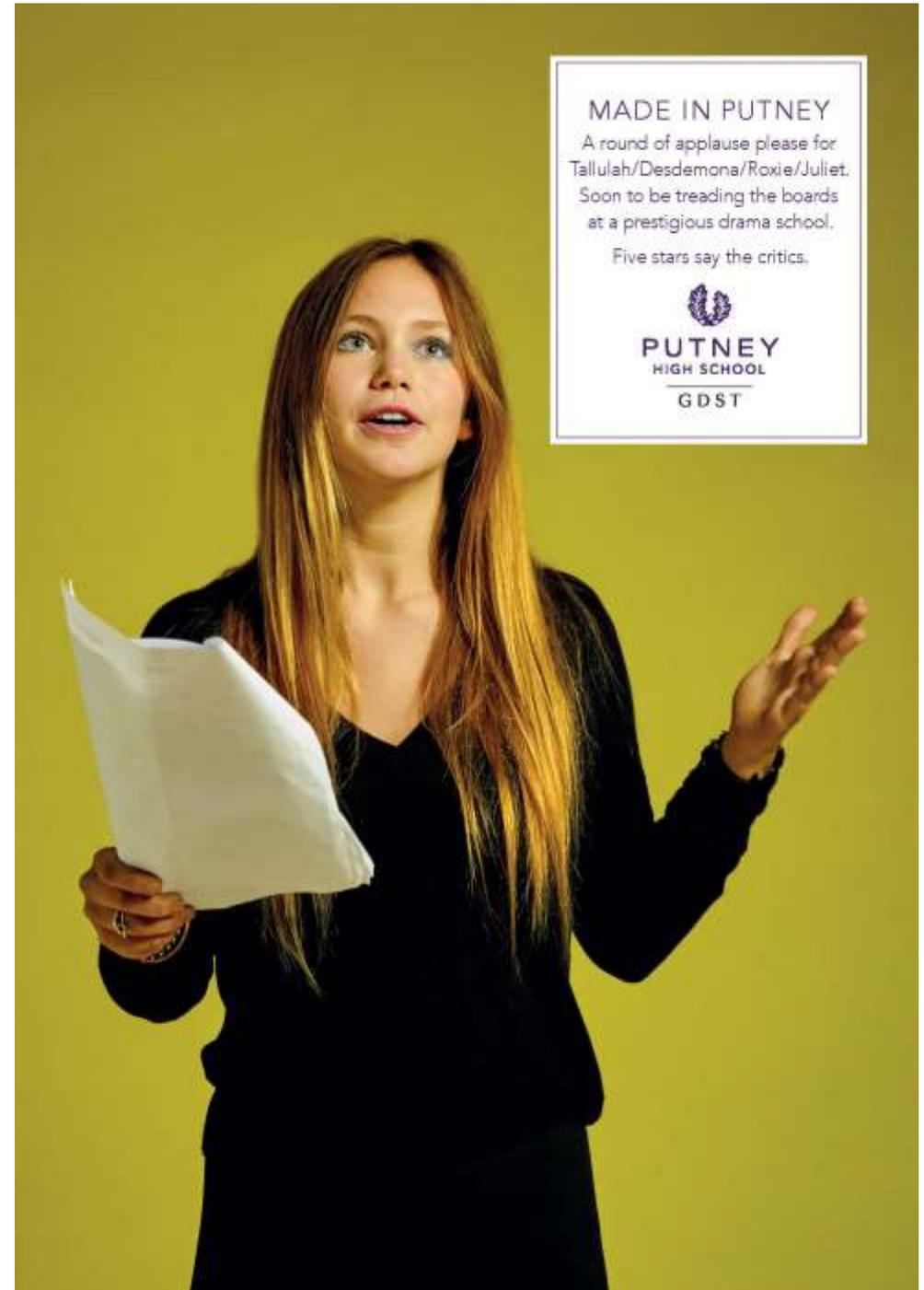
Circa £45,000 depending on experience

### Hours:

36 hours per week, all year round

30 days holiday per year + 8 public holidays

Responsible to the Director of Finance and Operations (DFO)



# Job Description

## Main Areas of Responsibility

### Policy / Strategic direction and development

- Prepare annual forecasts/budgets as requested
- Prepare monthly expenditure reports to GDST as per guidelines
- Prepare annual capitation budgets for departments based on pupil roll, control expenditure and produce monthly reports for Head and DFO
- Manage and control expenditure on the following accounts:
  - High Level Staffing budget
  - Catering/Cleaning budget
  - Annual Fund
  - FOPHS
- With the Head and DFO, formulate guidance for staff on GDST and School financial policies
- Assist the DFO with reports to the Senior Leadership Team and School Governing Body on the budgets, including PowerPoint presentations

### Financial Administration

- Ensure prompt payment of invoices, inputting of accounts and ordering of supplies
- Upkeep Petty Cash transactions
- Undertake all banking transactions including counting of any cash collections, prepare monthly bank reconciliations and trial balance
- Prepare in liaison with the Catering Manager monthly claim for staff and visitor meals and enter detail to PSF database
- Manage income and expenditure on for all school trips
- Manage income and expenditure on the GDST Enterprises account
- Issue lettings invoices
- Act as point of contact for parents of girls holding a bursary award
- Manage the use of ParentPay to collect money for the school

# Job Description cont'd

## **Management of resources**

- Ensure that the PSF Accounts database is updated regularly to enable data retrieval and ensure accurate and effective reporting as and when required
- Line manage the Finance Officer and part time Finance Assistant

## **Supporting the work of the GDST**

- Actively support and contribute to the overall aims and targets of the GDST and the School to attend and participate effectively in relevant meetings as required
- Be responsible for ensuring that relevant GDST policies are effectively implemented

## **Communications**

- Inform and guide teaching and support staff on financial matters relating to the GDST or School's policies, processes and procedures.

## **Marketing and external links, including public occasions**

- Build effective relationships with parents and other members of the community, both to ensure an excellent local reputation for the school and the GDST and to develop a culture of partnership with them

## **Monitoring, evaluation & assessment**

- Regularly review own practices, set personal targets and take responsibility for own self-development

## **All Staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work with the GDST's Diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, notes, of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

## The Person:

The successful candidate will have the following key skills and attributes:

### Essentials:

- ACCA / CIMA / AAT or experience of a similar role in a school environment
- Experience of Line Management
- Excellent ICT skills - confident and adept in use of Microsoft applications eg. Word, Excel and Powerpoint
- First class organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines, systematic in approach to tasks, with attention to detail
- Ability to communicate effectively with all members of the school community
- Evidence of substantial finance experience in a complex organisation, including use of financial systems
- Experience of building and managing a whole business budget
- Experience of monthly reporting including presentation to senior managers
- Ability to work flexibly as part of team

### Desirables:

- Knowledge of PSFinancials
- Knowledge of SIMS
- Knowledge of safeguarding issues as it applies in a school environment
- Ability to work on long term projects



# How to apply

## Application:

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Head, and a completed application form to [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net).  
CVs are not accepted without a fully completed application form.

The closing date is : **Monday 27th January 2020**

Interviews will take place: **Wednesday 5th February 2020**

Required from: **March 2020**

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and, if applicable proof of eligibility to work/ reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Additional information:

Any candidate wishing to seek additional information should contact:

Helen Batchelor, HR Manager

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: 020 8788 4886



The new Science, Music, Drama and Debating Centre is scheduled to open in January 2021



# PUTNEY HIGH SCHOOL

GDST

## Senior School

## Junior School



### Key:

- |  |   |   |
|--|---|---|
| 1 Future Site of Science, Music, Drama and Debating Centre | 7 Homefield: Art and Music and SEN                                      | 12 Galbraith: English, Geography, Maths, Modern Foreign Languages |
| 2 Performing Arts Centre / Cafeteria                       | 8 Sports Hall   | 13 Junior School  |
| 3 Cromwell: Headmistress' Office, Main Reception           | 9 Classics, Sports Hall Viewing Gallery, FOPHS Fitness Centre           | 14 Putney Green   |
| 4 Senior Library   | 10 Lockley: Resistant Materials, Drama Studio, Language Lab, ICT Suites | 15 Amphitheatre   |
| 5 Sixth Form Centre  | 11 Bluebell Stage   | 16 Adventure Playground   |
| 6 Long Corridor: History, RS & Textiles                    |   | 17 Wellbeing Pod  |
|  |   | 18 Astro Science Centre (Temporary Site)                          |



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[www.putneyhigh.gdst.net](http://www.putneyhigh.gdst.net)