

**FINANCE MANAGER**

**Sarum College**

Sarum College is a centre for study and research where our passion is learning that nourishes the human spirit. The Sarum community offers inclusive, welcoming space and time for all those who aspire to grow in wisdom and courage.

Sarum is blessed with one of the most beautiful locations in the country, underpinned by a warm welcome, generous hospitality and great food. This environment and an inclusive and supportive community of learning allows time for reflection and contemplation.

We believe life experience not only matters but also is key to attracting interesting people who want to develop as thinkers and leaders.

The life experience of our students helps shape a tailored approach to learning through theological exploration

We believe in nourishing the body, mind and soul. We all need to escape from the worries of everyday life from time to time.

Through excellent teaching, unpretentious hospitality, great food, and a break from the outside world, the College is a safe haven for challenging exploration and conversation where everyone is valued and heard.

Further information about the college can be found on the website: sarum.ac.uk

**The role of Finance Manager**

Reporting to: Chief Operating Officer

Responsible for: The Finance Officer

**Salary band** £35,000 - £40,000

**Key responsibilities:**

To be responsible for managing end-to-end finance operations, looking to make improvements to procedures and controls where appropriate.

**Key tasks:**

* Continuously reflect upon and make improvements to current accounting practices;
* Prepare monthly management accounts, providing commentary against monthly and year to date
* Budget and Prior Year results, and prepare annual accounts, providing analytical reports for the COO as required;
* Manage VAT and other tax activities, investments, and insurance matters;
* Manage the relationships with tenants in the building and deal with agents;
* Be responsible for the safekeeping of all contracts affecting the College’s current and future activities;
* Manage the Finance Officer;
* Manage the employment records, and administer payroll for all staff, seeking support from the HR Consultant when required.
* Act as Data Protection Officer for the College
* To consider new methods of improving processing efficiencies, data security and

cost management across the College’s finance functions, including reviewing software

* Work with the Executive Team to create budgets for the College
* Assist with designing and reporting KPI’s for both the next year and forecasting future years.

PERSON SPECIFICATION

**1. Qualifications Essential Desirable**

Accountancy qualification, or √

working towards it

Full membership of the Association of

Accounting Technicians √

**2. Experience**

Management of staff **√**

Drawing up revenue and capital budgets **√**

Production of management and financial accounts **√**

Managing bank accounts and cash flow

forecasting **√**

Implementing financial IT systems **√**

**3. Knowledge**

Use of accounting software and

Microsoft Office software **√**

PAYE, charity law and VAT principles **√**

**4. Skills and abilities**

Ability to establish and maintain good working

relationships with staff and clients **√**

Trustworthy **√**

Good communication and interpersonal skills **√**

Ability to motivate and develop a finance team **√**

**The recruitment process**

* Application for the role of Finance Manager is by completion of the Application Form. Completed forms should be sent by email to Prof James Woodward, Principal, jww@sarum.ac.uk. Only completed application forms will be considered for the post.
* An informal conversation about the post can be arranged by contacting Prof James Woodward using the email address above.
* The deadline for applications is 4.00 p.m. on Friday 8th November.
* Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.
* Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory Basic DBS check.
* Appointment to the post is subject to a 3-month probationary period which may be extended.