



# IPSWICH SCHOOL

## **APPOINTMENT OF FINANCE MANAGER**

**Full time, permanent, required as soon as possible**

### **THE SCHOOL**

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It circa 1,000 pupils aged between 3 months and 19 and is co-educational throughout. The most recent Inspection of the Senior School rated it as *Excellent* in all categories, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

Our trading arm, Ipswich School Enterprises Ltd (ISE), incorporates all of our revenue generating activities (including lettings, room and facility hire, private functions, sporting events and school holiday camps) which fall outside school fee income.

Find out more about us by visiting our website: [www.ipswich.school](http://www.ipswich.school).

### **THE FINANCE DEPARTMENT**

The Finance department is a very busy department in the School and we operate throughout the year. The Schools income is currently just in excess of £21 million per annum.

The Director of Finance and Operations and her teams are responsible for the non-academic operation of the School, which is wide ranging, and includes:

- financial and budget management and strategy, including the production of statutory accounts
- the appointment, management and development of staff
- HR policies, procedures, contracts and conditions of employment
- payroll and pensions
- buildings and estates maintenance including cleaning, caretaking, and the refurbishment and acquisition of properties
- legal compliance and purchasing
- the collection of school fees, including the administration of bursaries and scholarships and the oversight of debtors
- the provision of services such as insurance, catering and transport
- acting as Clerk to the Governing Body and providing support to Governors.

You will join a team of six staff providing financial and administrative support to the Director of Finance and Operations and the School's Senior Management teams.

## **THE ROLE**

**Reporting to:** Director of Finance & Operations (DFO)

**Direct reports:** Fees Manager and Senior Finance Assistant

The Finance Manager will play a pivotal role in the strategic and operational financial management of the School and Ipswich School Enterprises Ltd. As a member of the Operational Management Team the postholder will provide professional expertise, leadership, and support to ensure the School's finances are well-managed, sustainable, and aligned with its aims.

The Finance Manager will lead on day-to-day financial operations, statutory compliance, budgeting, forecasting, and reporting, and will support the Director of Finance & Operations in providing accurate and timely financial information to the Head, Governors, and other stakeholders.

## **STRATEGIC AIMS**

- **Financial Oversight & Stability:** To lead the school's financial strategy, ensuring the long-term financial health and sustainability of the organisation.
- **Effective Leadership:** To mentor and develop the finance team, ensuring high standards of accuracy, efficiency, and professional growth.
- **Compliance & Governance:** To uphold the highest standards of financial governance, ensuring compliance with all statutory regulations and audit requirements.
- **Strategic Partnerships:** To act as a key financial partner to the School Leadership and other departments, providing data-driven insights to support strategic decision-making.

## **KEY RESPONSIBILITIES**

### **Strategic & Leadership**

- Act as a member of the Operational Management Team, contributing to whole-school operational and strategic decision-making.
- Support the DFO in developing and implementing the financial strategy to ensure the long-term sustainability of the School.
- Attend and present at Audit and Risk Committee meetings
- Deputise for the Director of Finance and Operations (DFO) when required.

### **Financial Management & Reporting**

- Oversee all aspects of day-to-day financial operations, including fees billing, purchase ledger, payroll, cash flow management, and bank reconciliations.
- Prepare accurate monthly management accounts, forecasts, and performance reports for the DFO, Head, and Governors.
- Lead on budget preparation in collaboration with budget holders, providing challenge, support, advice and training as required.
- Monitor financial performance against budget, highlighting variances and recommending corrective action.
- Ensure compliance with statutory requirements, accounting standards (including Charities SORP), HMRC, Companies House, and the Charity Commission.

### **Audit, Risk & Compliance**

- Manage the annual audit process, liaising with external auditors and ensuring all audit requirements are met.
- Maintain and improve robust financial controls, policies, and procedures.
- Support risk management processes in relation to finance, cash flow, and investment.
- Deliver compliance on all statutory financial regulations, such as VAT and HMRC, ONS surveys and returns and ISI and DfE requirements.

### **Team & Stakeholder Management**

- Line manage and develop members of the finance team, ensuring high standards of performance, accuracy, and customer service.
- Work collaboratively with colleagues across teaching and support functions, providing financial advice and guidance.
- Liaise with parents, suppliers, and external partners in a professional and supportive manner.

### **Systems & Process Development**

- Oversee and develop the School's financial systems, ensuring accuracy, efficiency, and compliance with best practice.
- Identify opportunities for process improvements, automation, and innovation.
- Ensure appropriate use of management information systems to support data-driven decision-making.

## **Key Stakeholders:**

- **Finance Team:** Effective collaboration with the Fees Manager, Senior Finance Assistant and Finance Assistants on a range of tasks and requirements.
- **School Leadership & Staff:** Regular interaction with the Director of Finance and Operations and their Executive Assistant, Operational team managers, Finance Governors, department heads, and other school staff regarding financial matters.
- **Students & Parents:** Overseeing queries related to fees, bursaries, and other financial matters.
- **External Suppliers & Auditors:** Communication with external vendors, banks, legal advisors and auditors.

## **PERSON SPECIFICATION**

### **Essential:**

- Qualified or near qualified CCAB accountant (ACA, ACCA, CIMA, CIPFA) or equivalent experience.
- Proven experience in financial management, preferably within education, charities, or not-for-profit sectors.
- Strong leadership and team management skills.
- Excellent communication, analytical, and interpersonal skills, with the ability to convey complex financial information to diverse audiences
- Ability to work collaboratively at both strategic and operational levels.
- Strong knowledge of financial systems, audit, and compliance requirements.
- Knowledge of VAT in an educational or charity context.

### **Desirable:**

- Experience working in an independent school or similar educational environment.
- Familiarity with fee billing systems and school management information systems.
- Understanding of charity accounting and SORP.

### **Personal Attributes:**

- Highly professional, with a strong sense of integrity and accountability.
- A strategic and proactive thinker with a focus on continuous improvement.
- Resilient and able to work effectively under pressure to meet tight deadlines.
- A strong problem-solver with excellent attention to detail.

- A supportive and decisive leader who inspires confidence and trust.

## **HOURS OF WORK, SALARY AND BENEFITS**

- This is a permanent post (subject to satisfactory completion of a probationary period lasting 6 months).
- You will work throughout the year on Mondays – Fridays for a minimum of 37.5 hours per week. Please note the normal core working hours in the Finance team are Mondays – Fridays between 8.00 am – 5.00 pm.
- The salary will be £50,000 per annum.
- You will be entitled to 30 days' paid holiday per year, plus public holidays.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme, with 10% employer contributions, and you will receive 3x death in service life cover.
- If there are pupil vacancies and you have a child or children who are eligible to attend the School who have satisfied the entry criteria as set out in the School's Admissions Policy, and have been awarded a place, you could be entitled to generous fee remission.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support. We also offer a Cycle to Work Scheme.

## **CLOSING DATE AND INTERVIEW ARRANGEMENTS**

We would encourage you to download an application form and a full job description for this role from our website: [www.ipswich.school/vacancies](http://www.ipswich.school/vacancies) or contact the HR team on 01473 408300 or [hr@ipswich.school](mailto:hr@ipswich.school).

Completed application forms should be returned by **noon on Monday 6 October 2025**. Please mark the envelope Private and Confidential and send to: The Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email: [hr@ipswich.school](mailto:hr@ipswich.school)

Interviews are expected to be held on **Thursday 9 October 2025** Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format, please contact us

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School

policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.

- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head, Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

September 2025