



The Purcell School
for young musicians



Finance Manager

Permanent, Full-Time, to start April 2025

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Finance Manager

After over 28 years of dedicated service, our current Finance Manager is retiring, presenting an exciting and unique opportunity to manage the financial operations at The Purcell School. This important role combines a high level of autonomy with the opportunity to work in close collaboration with many staff, parents and students, providing a dynamic and varied work environment.

As Finance Manager, you will take ownership of the School's financial processes, ensuring the effective management of resources and compliance with all regulatory requirements. You will be responsible for preparing accurate financial reports, overseeing budgets, cash flow forecasts and audits and contributing to strategic financial planning. This role demands a high level of technical expertise in financial management, including experience with accounts payable, management accounts, financial forecasting and audit coordination.

However, this is more than just a technical role. At The Purcell School, we take pride in our strong sense of community where music and our students are at the heart of everything we do. You will be expected to engage with staff, students and parents regularly, attending auditions and open days and supporting the Music and Dance Scheme (MDS) which provides vital support to our students.

The ideal candidate will combine extensive financial expertise with the ability to be approachable, empathetic and student-focused. You will play a critical role in supporting the School's mission by ensuring sound financial management while contributing to an environment where both students and staff thrive.

This is an exceptional opportunity to join a school with a rich history and culture. If you are looking for a role which offers you the opportunity to apply your financial expertise within a rewarding and collaborative environment, we encourage you to explore this opportunity further.

TERMS AND CONDITIONS

Hours of work - 37.5 hours per week, 52 weeks of the year. 30 days holiday plus Bank Holidays and the period between Christmas Day and New Year.

Competitive salary according to the successful candidate's experience with a contributory pension scheme.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

Lunch can be taken free of charge at school during term time.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement. Please do not send a separate Curriculum Vitae. Closing date for applications is **9am on Monday 27th January with first interviews to be held during the week of Monday 3rd February**.

Personal statements should outline your experience, subject knowledge and evidence of your achievements. Candidates will be required to bring evidence of identity and Right to Work in the UK to the interview.

Short-listed candidates will be required to complete a written task on the day of the interview as well as to prepare a separate task in advance for discussion during the interview.

If you would like to have an informal telephone conversation with the Bursar in advance of making an application, please contact Emma Abrahamson at recruitment@Purcell-School.org to make an appointment.

Applications should be made to Adam Wroblewski, Bursar and sent by email to: recruitment@purcell-school.org

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Finance Manager

All members of staff are ultimately answerable to the Principal.
Your line manager will be the **Bursar**.

This job specification sets out the principal duties of the post at the time of drafting.

Specific responsibilities are as follows:

For the role:

Main Purpose

The Finance Manager is responsible for management of the School's financial operations, ensuring efficient resource use and compliance with regulatory requirements. This role involves managing day-to-day financial processes, maintaining strong financial controls and producing accurate financial reports. Collaborating closely with the Bursar, the Finance Manager will also contribute to strategic financial planning, providing insights and recommendations to ensure the School's long-term financial sustainability.

Music and Dance Scheme (MDS)

- Administer the MDS, oversee billing, reimbursements, grant reconciliations and compliance with funding agreements.
- Guide parents from auditions to school departure and liaise with the Department for Education (DfE) on all MDS-related matters, including reporting, audits and parental assessments.

Management Accounts

- Prepare monthly accounts aligned with the SoFA framework and highlight variances and concerns.
- Draft termly reports for governors (together with the Bursar), conduct all reconciliations and maintain accurate financial records.
- Develop cash flow forecasts and deliver ad hoc reports to support operational and strategic planning.

Accounts and Audit

- Coordinate audits, prepare annual statements and address audit findings promptly.
- Ensure compliance with regulatory standards and manage statutory returns for Companies House and the Charity Commission.

Budget and Debt Control

- Lead debt management and address any arrears sensitively.
- Assist in setting budgets, monitor expenditure and provide updates to staff and budget holders.

Financial Forecasting (together with the Bursar)

- Draft rolling multi-year financial projections, including scenario analyses for payroll, income and expenditure.
- Align forecasts with fundraising data, strategic goals and policy changes to ensure financial sustainability and going concern.

Accounts Payable

- Supervise finance assistants and oversee purchase orders, invoices, BACS payments and VAT returns and ensure accuracy and compliance.

Other Responsibilities

- Support open days and payroll-related financial tasks.
- Perform additional duties as required.

For all staff:

- To promote the aims and values of the School and to support and protect the interests of students.
- To support colleagues in their work.
- To ensure the smooth running of the School and the well-being of the School community.
- To act in accordance with the current legal requirements, school policies and guidance on the safeguarding of children and young people.
- To undertake such administrative and supervisory duties as may be required.
- To follow the procedures and policies set out in the Staff Handbook.
- To promote equality by actively protecting staff and students from discrimination.
- To comply with current Health and Safety regulations and best practice.



PERSON SPECIFICATION

Qualifications and Experience:

Professional finance qualification (e.g. ACCA, ACA, CIMA or equivalent) or qualified by experience (essential)

Proven experience in financial management, including budgeting, forecasting and audits (essential)

Experience in education, charity, or not-for-profit sectors (essential)

Familiarity with SIMS financial software and government departments reporting (desirable)

Technical Skills:

Strong financial skills including reporting, analysis and compliance (essential)

Proficiency in financial management and advanced Excel skills (essential)

Knowledge of statutory reporting, VAT management and forecasting models (desirable)

Interpersonal and Communication Skills:

Excellent communication skills with the ability to present complex financial data clearly (essential)

Collaborative and approachable with experience supporting diverse stakeholders (essential)

Experience contributing to strategic decision-making (desirable)

Personal Attributes:

Meticulous attention to detail, strong organisational skills and ethical integrity (essential)

Proactive and adaptable with the ability to manage competing priorities (essential)

Commitment to continuous improvement and innovative financial strategies (desirable)