



The  
Yehudi  
Menuhin  
School

# FINANCE MANAGER

## Candidate Information Pack



**Closing date for applications: Friday 22 September 2023**

(We reserve the right to close this vacancy early should a suitable candidate be found.)

## A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

**Ben Gudgeon**  
**Headmaster**

## The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the School provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

### About the role:

The Finance Manager will be an experienced accountant responsible for the effective and efficient operation, maintenance and development of the accounting and financial procedures and systems of the School and its subsidiaries, working within the legal and regulatory frameworks as guided by ISBA policies under the direction of the Bursar. The role specifically demands a high level of understanding in the areas covered in the role and the ability to deal with ad hoc queries using own initiative and problem-solving skills with minimal supervision.

This role brings with it responsibility for being a self-starter in developing knowledge, ensuring quality standards for all processes, and identifying corrective actions, while conducting strict confidentiality and discretion in alignment with the school ethos.

As with all members of the team you will provide effective and efficient support to the Bursar and proactively contribute to the smooth running of the Bursary Team.

**Contract type:**

Permanent, Full-Time

**Reporting to:**

Bursar

**Start date:**

ASAP

**Hours:**

40 hours per week - hours to be agreed (flexible working will be considered)

**Probation Period:**

3 months

**Salary:**

£40,000-£45,000 per annum (depending on skills and experience)

**Pension:**

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

**Location:**

Stoke D'Abernon Cobham, Surrey, UK

**Holidays:**

25 days annual leave plus public holidays

**Other Benefits:**

- Free School lunch during term times
- Excellent facilities
- Free parking
- Discounted tickets to other school events
- Use of the School's swimming pool when available
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash

## Key Duties & Responsibilities

- Promoting and safeguarding the welfare of children and young persons for whom we are responsible and with whom you come into contact.
- Provision of a full accounting service for The Yehudi Menuhin School Limited, YMS Enterprises, YMS China and the linked charity.
- Maintaining accurate accounts for all entities with rigorous, efficient, and timely processes, including reconciliation and in-depth understanding of all control and balance sheet accounts and processes across purchase and fees ledgers.
- Liaison with Development Team and Hall ensuring accurate and reconciled recognition of income with systems in use in those departments.
- Prepare, review, and analyse monthly management accounts including forecasting to year end for all entities.
- Budget management: correspond regularly with budget-holders to ensure spending is in line with phased budget throughout the year.
- Cash flow management: maintain bank balances across all entities' accounts to ensure adequate levels, managing savings deposits to maximise interest income, forecasting cash flow on a minimum 12 month rolling basis.
- Building and maintaining a Fixed Asset Register and reconciliation to the Fixed Assets in the accounts, including musical instruments in collaboration with the Music Department.
- Supporting the Bursar in preparation of annual budgets for all entities.
- Liaison with auditors for the annual audit and implementation of improvements arising from unadjusted or adjusted errors and Management Letter recommendations.
- Monthly payroll duties including preparation, execution, review, reporting, posting to accounts and all relevant payments including pension.
- Oversight and / or execution of year end obligations and documentation issuance to employees, and liaison with HMRC and pension providers.
- Line management of Assistant Management Accountant.
- Cover for Assistant Management Accountant in all aspects of the role, to include all Sales and Purchase Ledger management activities.



- Assist Bursar in the annual MDS and bursary assessment process.
- Preparation of quarterly returns for VAT group.

### **Other**

- Preparation of papers for YMS Enterprises Board meetings and fulfil delegated Company Secretary duties on behalf of the Bursar.
- Undertake other reasonable duties related to the job purpose when requested by the Bursar or Head.
- Maintaining bank mandates for all entities and fulfil all obligations with regard to identification and all other requirements.
- Maintain a thorough understanding of the Music and Dance Scheme rules and requirements.
- Manage the chart of accounts, making unused accounts inactive and setting up new ones when required according to department and budget structures.
- Ensure accounting system meets the needs of the School, consider any upgrade or changes necessary and raise for discussion with Bursar.
- Ensure competency to fulfil requirements of the role through self-learning, external training, and mentoring. Request any training gaps identified.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to organically evolve and change over time.

## **Person Specification**

The Finance Manager is a key role with significant responsibilities. The workload is fast-paced and varied, and demands comprehensive financial knowledge and theory combined with application in a school setting.

### **Skills**

- Excellent attention to detail and eye for accuracy.
- Proactive and extremely organised.
- Proficiency with full Microsoft Office suite of applications, and in particular Microsoft Excel, including VLOOKUPS, pivot tables, and converting raw data to meaningful charts and graphics.
- Excellent understanding of VAT accounting and partial exemption rules.
- The ability to explain complex concepts to non-accountants.
- Broad experience with accounting software packages such as Sage/Navision/OASIS or similar.
- Ability to work independently and manage own time and tasks efficiently with limited supervision.
- Professional and discreet at all times.
- Ability to communicate effectively by phone, in writing, whether by email or letter and in person.
- A keen eye for detail and ability to work to set time frames and meet deadlines.
- A positive approach to back office management and teamwork.
- Flexible and able to adapt to deadlines when necessary.
- Be curious and constantly challenge processes to maximise efficiency.

<b>The successful candidate will:</b>	<b>Essential</b>	<b>Desirable</b>
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Maths & English GCSE or equivalent	√	
First Aid at Work		√
A clean driving licence	√	
Specific qualifications relevant to the role	√	

**Shortlisted candidates will be assessed using:**

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario based activity

## How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) or call 01932 584790.

Click [here](#) to fill out our [application form](#).

Closing date for applications: **Friday 22 September 2023.**

Interviews will be held the week commencing **Monday 25 September 2023.**

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



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 @yehudimenuhinschool

 The Yehudi Menuhin School

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