

Acorn Federation Job Description

Job Title: School Finance Manager

Responsible to: Executive headteacher

Pay Scale: PO2-PO4 dependant in experience

Details of job: 40 weeks per year, 4 days a week (2 days in each school across Acorn federation). 8am-4pm daily with a one hour lunch break

Job Purpose

The School Finance Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Executive Head Teacher in their duty to ensure that the school meets its educational aims.

The School Finance Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The School Finance Manager is responsible for:

- Financial Resource Management
- Human Resource Management

Leadership and Strategy

- Attend Senior Leadership meetings and appropriate governors' sub-committee meetings. Attend meetings of the full Governing Body.
- In conjunction with the Chairs of Committees and Headteacher prepare agenda for sub committees.
- In conjunction with the Chair of Governors, Headteacher and Clerk to Governing Body advise on agenda for Full Governing Body Meetings.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- In the absence of the Executive Headteacher, take delegated responsibility for finance and other decisions.
- Plan and manage change in accordance with the School Development Plan.
- Lead and manage all school support staff

Financial Resource Management

- Evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget.
- Submit the proposed budget to the Headteacher and Governors for approval and assist with the overall financial planning process.
- Discuss, negotiate and agree the final budget.
- Use the agreed budget to effectively monitor and control performance to achieve value for money.

- Identify and inform the Headteacher and Governors of the causes of significant variance of the budget and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Prepare monthly accounts and present them to Governors and the Headteacher
- Provide on-going budgetary information to relevant staff such as Budget Holders.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future year budgets.
- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- Present timely and fully costed proposals or bids for grants
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of Service Level Agreements.
- Monitor the value for money of contracts and organise procurement as and when necessary

Human Resource Management

- Manage the payroll services for all school staff including the management of pensions schemes (Teachers' Pensions and Local Government Pension Scheme) and associated services.
- Ensure the school's Equality Policy is clearly communicated to all staff.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, performance management, appraisal and development for all support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- All safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central List (DBS checklist) and recruitment.
- Ensuring the workforce census and pupils' census are completed.
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of the school's HR advisors in relation to HR issues.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Person Specification: School Finance Manager

	Essential	Desirable
Education, Qualifications and Experience		
Able to demonstrate good Maths and English skills minimum GCSE A* to C.	✓	
Other vocational qualifications A levels, equivalent or above.		✓
School Business Manager specific professional qualification such as Certificate in School Business Management/Diploma in School Business Management OR studying towards a DSBM qualification.		✓
A commitment to continued professional development.	✓	
Experience of working in school administration for a minimum of 3 years.		✓
Finance qualification		✓
Knowledge, Skills and Experience – Management		
Able to deliver services and systems applicable for effective school management.	✓	
Experience of motivating, leading and managing others.	✓	
An awareness of legislation impacting on the school (e.g. Safeguarding, Health and Safety, Equal Opportunities, Data Protection) and the ability to identify issues that may arise		✓
Experience of managing change projects.		✓
Able to effectively use a range of ICT packages including SIMS, FMS, Microsoft Word and Excel and website management and Call Parent messaging service.	✓	
Knowledge, Skills and Experience - Finance		
Experience of managing rigorous financial control procedures, producing and managing strategic financial plans and budgets, including with profiled salaries and costs.		✓
Experience of financial monitoring and reporting.	✓	

Ability to comply with financial regulations and keep abreast of legislation.	✓	
Experience of procurement and tendering processes.	✓	
The ability to work to tight deadlines.	✓	
Highly numerate and accurate.	✓	
Knowledge of Financial Standards (FMSiS/ SVFS) in schools.	✓	
Experience of Sims FMS.	✓	
Understanding of local authority payroll structures and administration.		✓