



# Finance and HR Manager

## Job Description

### Job details

**Job title:** Finance and HR Manager

**Salary:** Grade 6 £31,364 - £37,336

**Hours:** 37 Hours Per Week

**Contract type:** Term Time Only plus 5 non term time days

**Reporting to:** Headteacher/Governors

### Main Purpose

The School Finance and HR Manager is responsible for setting, managing and monitoring the school budget and overseeing all matters in relation to HR.

### Duties and Responsibilities

#### Financial Management

- In partnership with the Headteacher, manage the school's budget ( in excess of £1,000,000) and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget and finance documents to the governing board – attend the termly meeting with the Headteacher.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns including the SFVS.
- Oversee school bank accounts ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Support and advise other leaders on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

- Ensure the effective and efficient operation of the finance department, delegating tasks where appropriate.
- Use new technologies to ensure systems are both efficient and effective.

In accordance with the approved procedures for the Local Management of Schools (LMS) and the financial regulations of Coventry City Council, undertake the following:-

- Ensure the accurate input of data into the school financial computer accounting system (Bromcom); supervise all financial transactions as necessary.
- Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis.
- Be responsible for the monthly production, checking and submission of VAT information to the LA and to complete the monthly bank reconciliation.
- Record and bank all income.
- Ensure the preparation of invoices and collection of fees for extra-curricular tuition, Nursery fees, banking of monies, and inputting of information onto the finance module (Bromcom and Instant Nursery Manager).
- Liaise with the School Finance Officer, Education Finance and other City Council departments regarding financial enquiries and payment of invoices.
- Provide information to the budget holders within the school, advise and support budget holders on issues relating to the management of those budgets.
- Ensure the school inventory is maintained in accordance with Audit requirements, using Bromcom Asset Management module.
- Handle petty cash transactions in line with Audit requirements.
- Be responsible for implementing and administering all aspects of the schools letting policy and Out of Hours Clubs, providing recommendations for the annual review of charges and policy.
- Collect and receipt monies on a daily basis. Complete excel spreadsheets for audit purposes.

## **Human Resources**

- Ensure that HR policies are updated and administered in accordance with employment law.
- Manage the school's payroll provision with the payroll provider.
- Alongside Governors and LA, manage the recruitment and leave process for the Headteacher. Advertise and set up new employees as per protocol including safeguarding requirements.
- Lead initial return to work meetings for all staff liaising with headteacher and HR
- Support the senior team with meetings including: probationary, return to work and PHAW.
- Maintain the school single central record and ensure it is accurate at all times.
- Be the HR contact for staff and support staff by making any necessary referrals and risk assessments where required.
- Arrange well-being and training sessions for staff using available resources from HR and Payroll provider eg: managing stress etc..
- Manage any staff related GDPR issues.
- Maintain accurate and up to date documentation for all employees on data system files.

- Use new technologies to ensure systems are both efficient and effective.
- Ensure DBS checks are completed and documented in line with DfE guidelines in respect of all staff and volunteers. Ensure the Single Central Record is kept as directed, up to date and available for inspection when necessary.
- Line Manage the Catering Manager, Senior School Administrator and Wraparound Manager.

The Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

## Person specification

CRITERIA	POSSESS
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ A school business management qualification such as the Level 4 diploma in school business management or HR qualification.</li> <li>➤ Excellent literacy and numeracy skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful management experience in school Finance and HR.</li> <li>➤ Line management experience</li> <li>➤ Experience of change management</li> <li>➤ Contributing to staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management</li> <li>➤ Good knowledge of Bromcom or SIMs /FMS systems</li> <li>➤ Knowledge of school related HR matters.</li> <li>➤ Effective verbal and written communication skills</li> <li>➤ Excellent interpersonal skills</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Excellent computing skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>➤ An enhanced DBS check will be required</li> <li>➤ Understanding and commitment to equal opportunities</li> <li>➤ Willingness to play a full and active role in the life of the school</li> <li>➤ Commitment to their own continuous professional development and to developing others</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the post holder.

**Last review date:** April 2024

**Next review date:**

**Headteacher/line manager's signature:**

**Date:**

**Potholder's signature:**

**Date:**