



Lanesend Primary School

Job description

School Finance Manager



JOB PURPOSE

- To manage effective financial services to the school
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the administration of financial personnel functions in the school
- To oversee the purchase of supplies, equipment and services
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals
- To support and communicate clearly the school's development/strategic plan

Organisational Relationships

- Directly responsible to the Headteacher
- Member of the Governing Body's Strategic Leadership Group

SPECIFIC DUTIES

Financial Administration and Management

- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, and providing financial information and advice to the Headteacher and Money Group (on behalf of the Governing Body)
- To monitor salaries and expenditure and ensure debts to the school are recovered, advising the Headteacher and Money Group accordingly
- To manage the maintenance of accounting records relating to the school budget on SIMS together with the appropriate financial controls and regulations
- To check the ordering, processing and payment of all goods and services
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body
- To prepare financial returns for EFA/DFE/LA/Companies House, teacher pensions and local government pensions and other agencies within the statutory deadlines
- To inform Companies House and EFA websites on changes to governors and trustees
- To seek professional advice on insurance and advise the Headteacher and governors on the appropriate insurances for the school, implementing the approved insurances and ensure that they have met requirements, handling any claims that arise.
- To prepare for annual and mid-year audits
- To manage the school's rating assessment and VAT responsibilities, advising the Governing Body in the financial and legislative implications
- To be responsible for the management of income generation, including school lettings and fundraising initiatives, liaising with the Headteacher
- Identifying additional grants and funding streams and submitting applications as required in consultation with the Headteacher, Money Group, This will include writing tenders and bids that are compliant with regulations
- To liaise with contract providers to ensure contracts are fulfilled and Headteacher is informed of changes or areas of concern
- To manage the school debts
- Monitor cash flow
- Liaise with IT contractors
- Submit milk and fruit and veg claims
- Oversee weekly and end of term banking
- Oversee use of School Money
- Weekly meetings with Finance Assistant
- Maintain HCSS budget system with data from Office Manager
- Attend trustee meetings as Headteacher requires
- Oversee PPG and Free School Meals data to ensure correct for each census submission
- Monitor monies received for PPG, Sports premium and any other such grants

Financial Personnel Administration

- To ensure that all staff are paid on the correct scale and spine point as advised by the Headteacher and trustees when this is delegated to them, and to provide appropriate information on pay to staff, the trustees and the school payroll provider.
- Carry out any annual changes to pay
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with Personnel and Payroll as necessary
- Process all pension reports and files
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff
- Review GIAS and update changes to school info and trustees

The Squirrel's Den

- To support the rotas, organisation and matters arising concerning the Squirrel's Den provision

Health & Safety Management

- Ensure that the school's written Health & Safety Policy is clearly communicated and available to all people
- To communicate with Health & Safety providers on matters that arise and ensure contract is fulfilled
- To prepare risk assessments when required for whole school activities and for trips when requested by the Headteacher

Strategic Influencing

- Negotiate and influence strategic decision making within the school's financial development with a focus on the finance and school growth

Support for the School

- Contribute and support of the school's values and vision and communicate these enthusiastically to all staff and other stakeholders
- Maintain a visible professional profile within the school
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Safeguard the school's assets
- To write policies when requested by the Headteacher
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise
- Assist in the training and development of the staff as appropriate

Other Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this description.

EMPLOYEE

Signed _____ Print Name _____ Date _____

HEADTEACHER

Signed _____ Print Name _____ Date _____