

CROSSHALL INFANT SCHOOL ACADEMY TRUST

POST TITLE: FINANCE MANAGER

GRADE: SO1

HOURS WORKED: 37 Hours

ANNUAL: 52 weeks per year.

RESPONSIBLE TO: HEADTEACHER

LINE MANAGER: HEADTEACHER

PURPOSE OF JOB:

To provide the Academy with successful and effective financial management and the administration of all day to day financial transactions. To have oversight of all school financial matters and to ensure such matters are handled in accordance with regulations to a high standard.

MAIN RESPONSIBILITIES:

1. Management of all bank accounts, reporting difficulties to Headteacher or Senior Management Team, Governors and Members.
2. Oversight of bank accounts to maximise interest, (investment, deposit, non-public, public etc.) Liaise with Bank Manager annually regarding this plus a review of service, bank mandates, and signatories.
3. Being conversant with the general principle of taxation applicable to the academy and the financial implications of the charitable status of the academy and ensure the academy complies with VAT legislation.
4. Being conversant with Company Procedures applicable to a Limited Company.
5. Knowledge of specialist financial computer programs to ensure the smooth running of the school finances.
6. Ensure banking/accounting of all monies including administration of petty cash system for all accounts. Monthly Bank Reconciliations of all accounts.
7. Processing payments via BACS against agreed invoices and passing to Headteacher for authorisation. Payment of monthly and annual subscriptions.
8. Ensure ordering of goods and supplies and approval of invoices for payment follow agreed procedures and meet financial regulations. Monitor quality of purchases - seek out new suppliers to ensure that the school's Value for Money statement is followed. Resolve discrepancies in delivery against delivery note or invoice.

9. Preparation of End of Year projections for all accounts and monitoring cash flow estimates.
10. Monitor Income Accounts to ensure all delegated funds have been received.
11. Ensure any additional funding is applied for to maximise the total income for the school - Grants, bids, Community Funds
12. Control and monitor Capital Income and Expenditure. Knowledge of School Improvement Plan and three year budgeting.
13. Review the Financial Procedures and Manual. Ensure that the school conforms to Financial Management Standards in schools and other statutory regulations.
14. To be fully conversant with Health and Safety regulations and ensure they are complied with.
15. Promote and establish arrangements for use of school premises for school and non school activities. Develop mutually beneficial links between the school and the wider community.
16. Operation and control of Schools Letting policy and completion of relevant paperwork. Recording and invoicing of Lettings. Promote school's premises with the objective of maximising letting income.
17. School Key Holder

DUTIES/ACCOUNTABILITY

1. Ensure timely and effective support to Governing Body - attending the Finance Committee meetings and providing general support to ensure the effective conduct of their business in accordance with the articles of government.
2. Regular liaison with Headteacher and senior staff to provide a timely and effective operation of financial and administrative support in accordance with good financial practice.
3. Preparing analysing and presenting information to Headteacher and Finance Committee to monitor the financial performance of the school.
4. To attend Finance Meetings every term and any additional meetings relating to finance.
5. Reporting to DFE on a quarterly basis with financial data.
6. Overall responsibility of control in recording and checking School's Assets.
7. Obtaining necessary Licenses and Permits, Data Protection Registration.
8. Forward monthly accounts to the Finance Committee of the academy producing accurate forecasting and highlighting any areas of concern.

9. Liaising with Site Manager regarding service contracts and maintenance expenditure, monitoring cost effectiveness of service contracts.
10. Knowledge of School's Insurance Policies and ensure they conform to our Value for Money statement and to attend annual review meetings.
11. A member of the Critical Incident Management Committee - provide staff information for easy access and adhere to the academy plan.

BUDGETS

1. Preparation of draft budgets with accountancy advice using historical and information from the School Improvement Plan for briefing with the Headteacher. Submit final budget to the Governing body for approval before forwarding to the DFE within the stated timetable.
2. To attend budget briefing meetings.
3. Liaise with appropriate staff and co-ordinate expenditure on departmental budgets, including staff development. Support staff responsible for delegated budgets with reports to enable them to monitor their budgets successfully.

SUPERVISION AND ADMINISTRATION OF SERVICES

1. Overall control of School fund account.
2. Supervision of Finance Assistant, delegating and monitoring work as appropriate - giving guidance to conform to financial regulations.
3. Keeping an analysis of costs and other statistical information and supervising computerisation of the school's financial system.
4. Keeping all contracts with services and suppliers up-to-date.
5. Ensure adequate arrangements for the accounting and banking of all dinner monies, school trips, photographs, uniforms in accordance with the approved regulations.
6. Where applicable oversee cash handling and collection and disbursements/banking and security
7. To assist the Office Team, as required, to ensure smooth operation of services to stakeholders.

SECURITY, RECORDS/AUDITS

1. In conjunction with the Headteacher, make decisions in respect of all aspects of finance and security.
2. Data stored on the school's network is highly confidential both in respect of pupil records and the school's finances. No individual should have free access to

all levels of the school's financial data and perform the complete role in the financial chain. (The Headteacher/Chair of Finance form part of this chain).

3. Provide Governors with the information required to carry out Internal Audits.
4. Ensure all accounts are prepared for Year End and journals completed. Prepare all relevant documents ready for the annual Audit. Ensure that reports for restricted and unrestricted funds are prepared for the Audit and subsequent filing with Companies House. Prepare breakdown of all 'Fund' accounts in preparation for reporting to the DFE.
5. Access information of the school's performance regarding benchmarking and prepare information for review by the Finance Committee annually.
6. Attend Governors' Audit Committee meetings.

PERSONNEL/PAYROLL

1. To be responsible for the effective operation of payroll systems.
2. Monitoring payroll information, checking for accuracy and ensuring compliance with pay policy.
3. Completing and submitting monthly payroll information for staff and supply.
4. Checking and validating payroll reports with payroll provider and reconciling BACs payments.

SITE

1. Prepare and submit, in liaison with the Site Manager, capital bids for grants for major projects.
2. Ensure adequate budget provision for maintenance, development and capital projects.

You are to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

Crosshall Infant school and Crosshall Children's Centre are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.