



Bishop's Hatfield Girls' School

Job Description – Finance Manager

JOB TITLE:	Finance Manager	Date reviewed: January 2022
RESPONSIBLE TO:	School Business Leader	
RESPONSIBLE FOR:	Finance Officers	
Time employed p.a.:	30 - 34 hours per week. Term-time + 5 weeks including INSET days	
GRADE:	H9	

MAIN PURPOSE:

The post holder will be responsible for:

- The strategic leadership and management of the finance function of the school, ensuring regulatory compliance and excellent customer service to the school community
- Supporting the Business Leader to ensure the budget is prepared and managed effectively
- Providing leadership to the dedicated finance staff and budget holders in order to deliver the responsibilities outlined below.

MAIN AREAS OF RESPONSIBILITY:

Financial Management

- To be responsible for the good order and management of the school's finances ensuring compliance with Companies House, Education Skills Funding Agency (ESFA), and other statutory guidance.
- To ensure that school financial policies are implemented including the Schedule of Financial Delegation and make recommendations to SLT if improvements are required, for instance following changes to the Academies Financial Handbook.
- Ensure that the school's accounts are kept in good order by managing or directing all entries and processes, maintenance of the inventory system and other aspects of the financial management systems, providing regular and accurate feedback to all budget holders.
- Ensure that payroll is processed in a timely and accurate manner liaising with Serco as necessary to ensure a seamless process is in place and that staff are paid accurately according to their contracts.
- Engage in suitable research to ensure that the school's financial health is checked against "bench marked" data, comparing the school with other similar schools
- Oversee the financial aspects of school trips including costings, pricing, management of Wisepay and communications with parents and staff.
- Ensure security of cash, cheques, online systems and financial data.
- Oversee the catering system to ensure income and invoices reconcile with Wisepay, Live Register tills and hospitality orders and also ensuring pupil and staff data is up-to-date.
- Manage invoicing for lettings, music and other income and manage payments to suppliers.
- Undertake the administration of Pupil Premium and any Catch up income and expenditure, providing tracking information for management.

- Ensure bursary grant funding and other specific funding is accounted for and oversee and track disbursements.
- Oversee the salary sacrifice and childcare voucher benefits system.

Procurement

- Oversee school purchasing through ensuring correct authorisation of orders and the placement and tracking of these.
- Oversee the selection, procurement and implementation of a new finance system.
- Undertake reviews of finance-related or trip-related contracts such as payment systems and coach hire, making recommendations to the Business Leader.

Financial reporting

- Undertake end of month processes including bank reconciliations, cashflow analysis, debtor/creditor analysis and budget/payroll monitoring with variance reporting, producing a management pack for Business Leader agreement.
- Produce reports for the Finance and Resources Committee or SLT as requested.
- Ensure that all financial returns are produced in a timely fashion and in an appropriate format (for example, VAT returns, ESFA budget returns, pensions returns, budget plans).
- Support the Business Leader in the setting of departmental budgets and provide tracking reports to budget holders.
- Support income generation activities such as fundraising, tracking income and where necessary and producing an analysis of net income after costs in a timely fashion.

Audit and control

- Ensure that the school is prepared for the annual audit inspection ensuring the school's financial systems are managed appropriately.
- Ensure that annual internal audit visits are undertaken and action taken should recommendations be made to improve good practice.
- Liaise with the school's accountants to complete the annual report and financial statements and annual pensions audit.

Line Management

- Motivate and manage the Finance Officers, providing appropriate support and direction through the school's performance appraisal system – including the setting and review of appropriate objectives and coaching on areas for development.

Undertake other duties as required from time to time by the Business Leader or Headteacher.

PERSONAL AND PROFESSIONAL STANDARDS

- Support the aims and ethos of the school as defined in the school vision and values.
- Maintain confidentiality at all times.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To participate in performance appraisal, as required by the school's policies and practices
- To attend team and staff meetings and training as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Support whole school activities or events such as open events, fairs and staff meetings.
- Be aware and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher.

Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

Working hours will be agreed with the Business Leader, and anticipated to be 30 to 34 hours per week over 4 or 5 days, term plus 5 weeks (43 weeks) pa. There may be the occasional need to attend events out of normal hours for which time off in lieu will be given. Please refer to the Contract of Employment part 2 and the Support Staff TOIL and Holiday Working Policy for terms and conditions.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change over time according to the school's needs. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

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Person Specification - Finance Manager

Knowledge and Experience

Accountancy qualification relevant to the role or commensurate experience	Essential
Numeracy and literacy qualifications appropriate to a management position	Essential
Substantial management of a finance function, ideally in a school environment	Essential
Substantial experience of managing and operating key financial systems	Essential
Holds or prepared to undertake Certificate in Financial Reporting for Academies	Highly desirable
Knowledge of financial regulations	Essential
Practical knowledge of the requirements of the Academies Financial Handbook	Highly desirable
Management of a team	Essential

Skills and abilities

Excellent problem solving skills	Essential
Ability to think strategically	Essential
Excellent planning and organisation skills	Essential
Strong numeracy skills	Essential
Excellent customer service skills	Essential
Ability to plan for and respond positively to change	Essential
Excellent communication skills	Essential
Ability to manage support staff and external contractors	Essential
Negotiating skills for best value procurement	Desirable
Strong IT skills including spreadsheets and management reporting	Essential
Accuracy and attention to detail	Essential