



Job Description

Role	Finance Manager
Post title	Finance Manager
Job Evaluation No	N11940
Reporting to	The postholder will be accountable to the Director of Finance and Operations
Grade	Grade 12 SCP33 – 37 (£44,075 - £48,226 pro-rata)
Contract	Permanent (Subject to a 6 month probationary period) 30 hours per week, Term Time only
Location	Your normal place of work will be Durham Johnston School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

The Finance Manager is a key role within the operations of the school. As the Finance Manager your responsibilities will include overseeing the finance operations, financial planning and monitoring.

You will be required to assist the Director of Finance and Operations to discharge their financial and related management duties regarding the financial planning and resource allocation capabilities of the school.

This will involve financial planning, budget management, Oracle System management, Team Leadership, Financial Reporting, Oversight of procurement processes, Audit & Compliance and Enhancing Efficiency and Effectiveness of Financial Operations

The post holder will be required to work within and comply with financial regulations and within the limitations of school budgets allocated to the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and responsibilities

Strategy Development

- To liaise with the Director of Finance and Operations, Senior Leaders and Management to develop and execute financial strategies aligned with the school's objectives, ensuring effective allocation and utilisation of the school budget and contribute to the strategic planning of the school.

- To liaise with the leadership team on maximising funding for the school through identifying income streams
- To work with the leadership team to create and deliver a shared corporate strategic vision, improve organisational structures and functions so that the school remains fit for purpose.

Financial Management

- Assist with, monitoring, and analysis of a 3-year budget plan, detailed specific budgets, forecast of expenditure and income for the catering provision, ensuring compliance with regulatory standards.
- Ensure the utilisation of the Oracle Financial System according to agreed procedures and regular review, to effectively track financial information, with the use of benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- Prepare financial returns for the DFE, LA and other central and local government agencies within statutory deadlines.
- Prepare and deliver, comprehensive financial reports, analysis, and forecast for the catering provision of the school and any lettings for approval by the Head Teacher and governing body, ensuring accuracy and transparency.
- Identify financial risks and implement strategies to mitigate them, ensuring compliance with financial regulations and internal policies.
- Remain up to date about financial regulations and arrangements and advise the Director of Finance and Operations of all relevant changes.
- Oversee procurement processes, negotiate contracts and work closely with external providers to optimise cost effectiveness and maintain quality services for all pupils of the school.
- Prepare for Audit inspections and make subsequent recommendations to the Director of Finance and Operations and Leadership Team.
- Continuously evaluate financial processes, recommend and implement improvements to enhance efficiency and effectiveness in financial operations across all school sites including financial benchmarking, comparative statistical analysis and annual compliance checks.

Personnel

- Ensure effective line management, performance management and professional development for administration support staff.
- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff.

General

- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- Carry out your duties with full regard to the Council's Equality Policy and Race Equality Scheme.
- To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher and Director of Finance and Operations.

Finance Manager Grade 12 SCP33 - 37

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • AAT Level 4 	<ul style="list-style-type: none"> • CIPFA
Experience	<ul style="list-style-type: none"> • Experience of financial management systems and managing budgeting and reporting processes at a senior level in a comparable organisation • Experience of managing procurement, fixed assets and contracts, including negotiation and monitoring • Experience of preparing, monitoring and analysing budgets and final accounts in a public sector environment • Experience of having contributed to policy formulation, implementation, evaluation and review • Experience of managing staff in a public sector environment 	<ul style="list-style-type: none"> • Experience of reporting systems used in school environments. • Experience of project management. • Performance management experience • Successful experience in the submission of bids securing funding in the public sector. • Understanding of school management issues and the role of the Management Committee
Skills / Knowledge	<ul style="list-style-type: none"> • Knowledge of financial management and accounting procedures including the Schools Financial Value Standard (SFVS) • Up to date knowledge of Local Government and School Finance • Strong IT expertise including Oracle Finance System • Knowledge of pay and conditions of teachers and other local authority staff • Knowledge and understanding of Child Protection and Safeguarding legislation. • Knowledge of data protection legislation • Strong strategic, organisational, project management and planning skills • Excellent organisational and communication skills • Ability to interpret and apply new regulations and legislation. • Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school. • Ability to work proactively to achieve efficiency and effectiveness of a team of staff. 	
Personal Qualities	<ul style="list-style-type: none"> • High standards of professionalism with regards to confidentiality and discretion. • Highly motivated, positive and self-reliant. • Willingness to take on other roles and responsibilities within the team. • Commitment to personal/professional development. 	