

Job Profile - Finance Manager



Grade: PS8

Reports to: Headteacher

Role Purpose including key outputs	<p>Manage finance systems within statutory regulations and school policy as a member of the school office team to enable the school to function efficiently.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none">• Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries);• Assist with the design and lead implementation of the school's financial procedures and systems;• Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making and undertake responsibility for producing annual and statutory returns;• Work with the Head teacher / School Business Manager / senior staff to prepare the annual budgets and undertake financial planning;• Manage budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends;• Manage/support procurement within the school, including contract management and compliance to contractual conditions;• Provide high quality advice as required on routine financial issues to the Headteacher, other senior staff and the Governing Body to promote the most effective management of the school's financial and human resources;• Supervise and/or support and guide the work less experienced or more junior colleagues.
Budget responsibility	Monitor and report on school budgets.
Representative Accountabilities	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Prepare and analyse management information, including financial reports / project plans, recommending actions as appropriate.• Maintain, develop and review business support systems, processes and procedures to secure a quality, cost effective service and continuous improvement. <p>Service Delivery</p> <ul style="list-style-type: none">• Deliver a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.• Maintain knowledge of the organisation's current systems, policies and procedures.• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.

<p>Representative Accountabilities contd.</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Monitor service objectives and standards within own area of work to ensure effective service delivery. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist budget/resource management in accordance with the organisation's policies and procedures. • Maintain, develop and review financial support systems, processes and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Undertake and coordinate projects and reviews in a defined area of activity to support and enhance service delivery. <p>People Management Either:</p> <ul style="list-style-type: none"> • Manage staff, allocating and prioritising their work and manage performance to secure efficient service delivery. • Oversee the work of others as the most experienced team member. And/Or: <ul style="list-style-type: none"> • Operate as an individual maintaining and improving operational efficiency and quality of service of own area. • May be recognised as the main point of contact for a particular specialised process, system or procedure or for a senior member of staff. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
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Person Specification

Qualifications, Knowledge & Training	<ul style="list-style-type: none">• Educated to A level or equivalent• Knowledge of school finance systems• Knowledge of a variety of Financial recording systems• Knowledge of the budget setting process• Understanding of the role and function of external audit
Experience	<ul style="list-style-type: none">• At least 3 years' experience working in a finance department• Experience of working within financial controls• Experience of budget setting and budget management
Personal Qualities	<ul style="list-style-type: none">• Good verbal and written communication skills to communicate with a wide variety of stakeholders• IT Literate• Organisational skills• Highly numerate• Ability to work on own initiative• Ability to work to tight deadlines• Ability to pay attention to detail• Ability to work as part of a team

The Hythe Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check) and required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations.