



# Melbourn Primary School

Growing, Exploring and Achieving Together

Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

## Finance Manager Job Description

**Accountable to: Headteacher**

**Scale: Grade 5, point 12-17**

### **Purpose or function of the job:**

To work as part of the administration team in supporting the school in attaining its aims and objectives by managing the finances of the school with the object of providing the most effective and efficient service to the school. To ensure that proper accounts are kept, maintaining and inputting data onto computerised financial management systems. To ensure that information contained therein is up to date, accurate and complies with relevant legislation and policy.

The Finance Manager role at Melbourn Primary School is part of the school administration team and as such some responsibilities reflect this.

### **Financial responsibilities:**

1. Deal with all day to day financial matters, including correspondence, orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
2. Maintain and reconcile all bank accounts, ensuring that they do not overdraw.
3. Prepare budgets with accountancy advice within timetable for final approval.
4. Monitor the school budget and report regularly to the Headteacher and Governing Board, advising on budget position and reporting difficulties in order that corrective action can be taken.
5. Manage the school's capital expenditure plan.

## Finance Manager Job Description

6. Ensure that the school complies with VAT legislation and other financial standards.
7. Manage the school's financial value standard checklist.
8. Maintain an overview of all financial policies, advising the Headteacher when they are due for review. Update delegated policies in line with changes in legislation/guidance.
9. Manage the tender process and purchase of large items.
10. Ensure the safe collection, reconciliation and banking of all cash transactions.
11. Maintain fixed assets register.
12. Ensure appropriate insurance cover is in place for school property, buildings and personnel.
13. Maintain confidential records on employees' salaries in order to ensure that expenditure under this heading is controlled. Reconcile payments made by payroll provider to ensure accuracy.
14. Liaise with appropriate staff and co-ordinate expenditure on INSET, curriculum, government grants etc.
15. Locate, collate, analyse and present information as required. Keep analyses of costs and other statistical information.
16. Log sickness and other absences of all employees.
17. Prepare reports for and take meeting minutes at Governors Resources meetings.
18. Handle the operation of the school's letting policy, taking bookings and following payment procedures.
19. Manage school trips, school events and school meals, reconciling payments for these.
20. Manage orders including school learning resources, fixtures and fittings, office stationery, maintenance supplies and other items as necessary.
21. Any other duties relevant to the post.

### **IT responsibilities:**



## Finance Manager Job Description

1. Plan, develop, organise and manage the school IT systems and hardware for effective administration of the school.
2. Act as the primary liaison with the school's IT service provider.
3. Arrange for disposal of any unwanted IT items.
4. Assist staff with any computing and photocopying issues.

### **Administration responsibilities:**

As part of the school administration team the Finance Manager is expected to:

1. Ensure the effective reception of all visitors and telephone enquiries to the school in accordance with the school's welcoming ethos and ensuring safeguarding standards and procedures are met.
2. Support all members of the school community with their administrative needs.
3. Along with others in the administration team, assist with maintenance of staff areas including tidying kitchen, loading and emptying dishwasher.
4. Administer first aid and assist with clearing up bodily fluids when required.
5. Support Senior Leadership Team with gate duty and any other duties as required.
6. Any other duty relevant to the post.

### **Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### **Flexibility Clause:**



## Finance Manager Job Description

1. Other duties and responsibilities, express and implied, which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.