**Trinity School, Sevenoaks**

**Finance Manager Job description & Person Specification**

Job Title: Finance Manager

Responsible to: Business Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Finance Manager will be responsible for the day-to-day management of the school’s accounting function, including supervising the work of the team, producing management accounts and reports, and working with the Headteacher and Business Manager on budget development, monitoring and review. The Finance Manager reports to the School Business Manager and has responsibility for the following key areas; payroll processing, purchasing, asset register and implementation of finance control, processes and procedures.

**Specific Responsibilities**

* Ensure that the school financial systems, financial policies and procedures are robust, compliant and support current activities and future growth.
* Ensure budgeting processes are managed, monitored, and reviewed with appropriate reports presented to the Governing Body.
* Ensure all statutory funding is received and ensure that the regulatory requirements of all statutory bodies are met.
* Supervise and manage the monthly payroll procedures, including posting the monthly payroll journal from information provided by HR, BACS payments to staff and outside agencies for PAYE and Pensions deductions and ensure the reconciliation of all control accounts monthly.
* Line manage the finance personnel ensuring the finance function works as a flexible team that runs the Finance Office from day to day.
* Manage the month end processes ensuring the team know their deadlines and cut offs.
* Calculate and record all prepayments, accruals, and deferrals monthly.
* Prepare the monthly management accounts including profit & loss, budget vs actual, and KPI’s.
* Regularly review and reconcile all balance sheets accounts such as Bank, Vat, Debtors and Creditors
* Calculate and record depreciation on all capital expenditure
* Prepare and submit VAT 126 claims and other returns to HMRC every month.
* To oversee the administration of the school fund (including maintenance of appropriate accounts) to ensure that the necessary information is available, the funds are controlled in accordance with proper accounting practice and appropriate year-end report and audit are prepared
* To be the system administrator for Access finance software- setting up users and workflows, opening and closing periods, setting up security
* Assist with the preparation of the annual budget as part of the three-year financial plan.
* Prepare the year-end statutory accounts and an electronic audit file with support of the SBM.
* Assist and prepare schedules for Auditors for the Annual Accounts Return.
* Prepare and submit statutory returns for the school required by the ESFA such as the Land and Buildings Collection Tool, Budget Forecast Return and the Budget Forecast Return Outturn
* To be a proposer of investment and cash deposits on the school’s investment platform.
* To organise, manage, and supervise the financial systems and processes within the school with the support of the SBM.
* Negotiate, manage, and monitor contracts, tenders, and agreements for the provision of premises services.
* Responsible for control account reconciliations, funding analysis and reconciliation, and monthly budget monitoring.
* Ensure all the finance team are trained in all finance functions to cover absence within the team.
* Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and advise as appropriate.
* Manage all Service Level Agreements.
* To contribute to the planning, development, monitoring and reporting of Business Services.
* Comply with the School’s Financial Procedures to ensure the integrity of our processes

**Other**

* To work flexibly to meet agreed deadlines and targets, as and when required.
* To deal with highly sensitive information in a strictly confidential and professional manner,

monitoring progress of follow-up action to ensure all items are dealt with and completed

satisfactorily

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support diversity and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Strong understanding of basic accounting principles * Degree or equivalent * A level or equivalent in maths | * AAT, ACCA, CIMA, qualification or equivalent |
| **Experience** | * Previous experience of working in a busy accounts department * Leading budgetary management and control within an organisation | * Experience of working in a busy and pressurised environment * Previous experience in a free school or academy |
| **Knowledge** | * Thorough working knowledge of school financial systems * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school | * Parent Pay for voluntary fund * Knowledge of SIMS * Knowledge of Access Education Finance system |
| **Skills** | * Commercial and business acumen * Excellent IT skills, advanced Excel * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of finance/school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….