

## **Finance Manager Job Description**

Job Title: Finance Manager  
Grade/Level: Associate Practitioner (aligned to ISBL standards) OCC Pay Grade 10-11  
Salary: £38,221-£45,092  
Reporting to: Finance Partner

### **Purpose of Role**

The Finance Manager is responsible for delivering efficient and compliant transactional finance services to designated schools, ensuring all invoices, income, reconciliations, and payment runs are processed accurately and promptly in accordance with Trust policies and financial regulations. They act as the main point of contact for financial matters within their schools.

### **Key Responsibilities (mapped to ISBL Professional Standards)**

#### ***Transactional Finance***

- Process purchase orders, invoices, and credit notes. [2.1, 2.5]
- Maintain supplier records and ensure compliance with procurement rules. [2.6]
- Prepare and process payment runs, ensuring separation of duties. [2.7]
- Record income, including Local Authority payments and third-party receipts. [2.54]
- Process BACS Runs [2.5]
- Complete bank reconciliations, petty cash, and credit card reconciliations. [2.13]

#### ***Month-End & Reporting Support***

- Assist with accruals, prepayments, and adjustments under Finance Partner guidance. [2.13, 2.14]
- Provide accurate transactional data to support monthly management accounts. [2.14]

#### ***Payroll Support***

- Coordinate with external Payroll bureau on monthly payroll, resolving queries and checking reports [4.39]
- Maintaining accurate staffing models in partnership with Finance Partner[4.9]
- Submitting relevant paperwork to Payroll Bureau such as starter and leaver details, maternity and pension forms [4.29] [4.38]

#### ***Compliance & Audit***

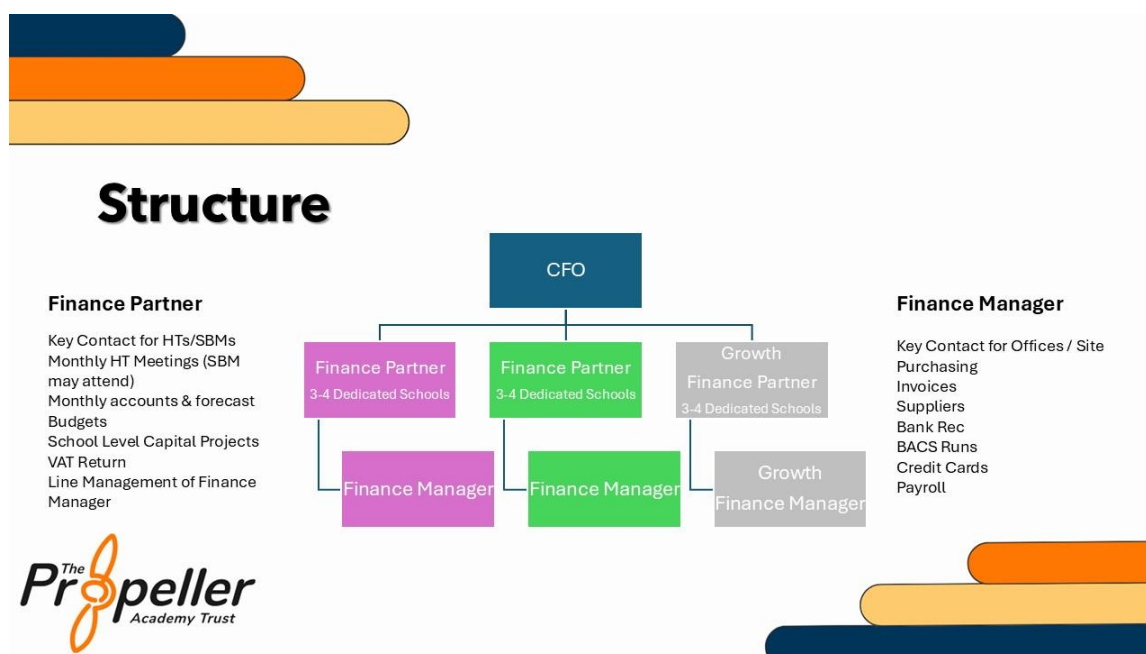
- Ensure records are maintained in line with the Financial Procedures Manual. [2.6]
- Support internal and external audit, providing documentation. [2.6, 2.7]

- Implement fraud protection by following controls and reporting irregularities. [2.23]

### Support & Collaboration

- Work closely with Finance Partner to ensure smooth operations. [2.14]
- Provide support to school staff on finance processes. [2.6]
- Engage positively in CPD to maintain financial competency. [2.50]

## Structure of the Finance Team



## Person Specification

### Qualifications & Experience

Criteria	Essential/Desirable	Assessment Method
AAT qualified (or working towards) or equivalent experience.	Essential	Application/Certificate
Experience in purchase ledger, reconciliations, and financial systems.	Essential	Application/Interview

Knowledge of education sector finance.	Desirable	Application/Interview
Knowledge and understanding of Special Educational Needs (SEN) funding.	Desirable	Application/Interview

### ***Skills & Knowledge***

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessment Method</b>
Strong attention to detail and accuracy.	Essential	Test/Interview
Good organisational and time management skills.	Essential	Interview
Competent in Microsoft Excel and finance systems.	Essential	Test/Application
Awareness of VAT coding and basic accounting principles.	Essential	Application/Interview

### ***Behaviours & Values***

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessment Method</b>
Honest, reliable, and committed to public finance standards.	Essential	References/Interview
Collaborative team player.	Essential	Interview/References
Demonstrates objectivity, professionalism, and commitment to the Nolan Principles.	Essential	Interview
Willingness to learn and adapt to new systems and processes.	Essential	Interview