



FINANCE MANAGER

The Vine is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

- Responsible to: Headteacher
- Contract: 38 weeks (term time) + 2 weeks
- Hours: 32.5 hrs per week during term time; plus 2 weeks non-term time to be worked as needed, according to business needs
- Term time hours Monday to Friday; 8:30am – 3.30pm (including 0.5 hour unpaid lunch break).
- Salary: NJC Scale 6 Point 18 – 22 (FTE £29,269 – £31,364)
- Contract: Permanent
- Responsible for: Caretaker & Site Manager, Finance Assistant

PURPOSE OF THE JOB:

- To manage effective financial services to the school, including managing the day-to-day financial transactions of the school, accurately and on time, in order to assist with the smooth running of the school's finances.
- To prepare the management accounts and statutory returns and to manage the Year End process.
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the administration of financial personnel functions in the school
- To oversee the purchase of supplies, equipment and services
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals
- To support and communicate clearly the school's development/strategic plan

MAIN DUTIES & RESPONSIBILITIES:

Financial Administration and Management

- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, and providing financial information and advice to the Headteacher and Governing Body
- To monitor salaries and expenditure and ensure debts to the school are recovered, advising the Headteacher and Governors accordingly
- To manage the maintenance of accounting records relating to the school budget together with the appropriate financial controls and regulations
- To check the ordering, processing and payment of all goods and services
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body
- To seek professional advice on insurance and advise the Headteacher and governors on the appropriate insurances for the school, implementing the approved insurances and ensure that they have met requirements, handling any claims that arise.
- To prepare for annual audits
- To manage the school's VAT responsibilities, advising the Governing Body in the financial and legislative implications
- To be responsible for the management of income generation, including school lettings and fundraising initiatives, liaising with the Headteacher
- Identifying additional grants and funding streams and submitting applications as required in consultation with the Headteacher and Governors. This will include writing tenders and bids that are compliant with regulations
- To liaise with contract providers to ensure contracts are fulfilled and Headteacher is informed of changes or areas of concern
- To manage the school's breakfast and After School Club finances.
- Monitor cash flow
- Liaise with IT contractors
- Oversee weekly and end of term banking (if applicable)
- Oversee use of Parent Pay (or any other parental payment system used)
- Attend governor meetings as Headteacher requires
- Oversee PPG and Free School Meals data to ensure correct for each census submission
- Monitor monies received for PPG, Sports premium and any other such grants

Insurance

- Act as primary point of contact for the School's Insurance brokers, dealing with the annual insurance renewal.
- Ensure that adequate cover is maintained.
- Oversee maintenance of the school's asset registers (not including IT).
- Oversee the handling of any claims on the insurance policies.

School Site

- Line manage and oversee the school site team, ensuring the school remains compliant with all health and safety regulations.

The Breakfast and After School Club.

- To support the rotas, organisation and matters arising concerning the Breakfast and After School Club Provision.

Health & Safety Management

- Ensure that the school's written Health & Safety Policy is clearly communicated and available to all people
- To communicate with Health & Safety providers on matters that arise and ensure contract is fulfilled

Support for the School

- Contribute and support of the school's values and vision and communicate these enthusiastically to all staff and other stakeholders
- Maintain a visible professional profile within the school
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Safeguard the school's assets
- To write policies when requested by the Headteacher
- 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 difference and ensure all have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise
- Assist in the training and development of the staff as appropriate
- Potential to become a member of the school's Senior Leadership Team (for right candidate)

Other Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this description.

To be completed once candidate has been offered the job

Last review date: September 2024

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
