



William Westley C of E Primary School

Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Post	Finance Manager
Scale	NJC Point 12 to 25 (Scale 5 to Scale 6)
Accountable to	Headteacher

Purpose 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. Ensuring that proper accounts are kept, maintaining and inputting data onto computerised financial management systems. Ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.

Main Responsibilities:

1. To 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. To maintain and reconcile the school bank account monthly and submit associated accounts reports to the Local Authority Schools Strategy & Corporate Team.
3. To ensure financial year end processes and reports are submitted in accordance with Local Authority procedures.
4. To prepare budgets with advice from the School Financial Advisor, Headteacher and Governors, within timetable for final approval.
5. To monitor the school budget and report regularly to the Headteacher. Advising on budget position and reporting difficulties in order that corrective action can be taken.
6. Ensure the safe collection, reconciliation and banking of all cash transactions.
7. Ensure appropriate insurance cover is in place for school property, buildings and personnel.
8. Maintain confidential records on employees' salaries in order to ensure that expenditure under this heading is controlled. Reconciling payments made by payroll provider to ensure accuracy.
9. Liaise with the school HR and Payroll provider to ensure recruitment processes and any contractual matters are dealt with accordingly. This also includes making sure pre-employment health checks are carried out the external occupational health provider.
10. Manage and maintain all staff personnel files, kept on site.
11. Locating, collating, analysing and presenting information. Keeping analyses of costs and other statistical information.
12. Logging all sickness and other absences of all employees in the external HR and Payroll provider portal.

13. Maintain and update the Single Central Record.
14. Complete DBS checks on staff and volunteers.
15. Liaising with the Office Manager and Site Manager to enable timely invoicing of lettings.
16. Any other duties relevant to the post.