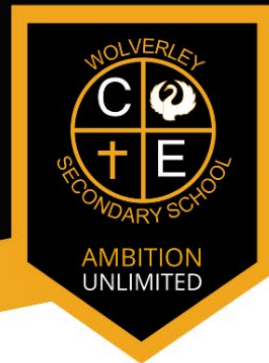


Job Description

Finance Manager



Line Manager

The post-holder reports to the Business Director who will carry out professional reviews in accordance with the school policy.

Responsible For

Finance Officer, Letting's element of Administrative Assistant, support for local Primary SBM's

Job Purpose

- The post will contribute to whole school financial planning and development
- To play a significant role in the management of whole school financial administration systems and to support the Business Director and Senior Leadership Team in the planning, management, and development of the school budget
- Ensure, alongside the Business Director and Senior Leadership Team, the long-term financial stability of the school
- Support the Senior Leadership of the school to plan for future developments and growth within the school
- Support local primary schools with regards to financial planning, management, and strategy
- Deputise for the Business Director with respect to finance matters when necessary

Qualifications, Skills and Knowledge required

- NVQ 5 or equivalent qualification or significant experience in the financial sector (preferably in a school environment)
- Experience of school financial management
- Excellent numeracy/literacy skills
- Expert use of specialist finance-based ICT packages
- Ability to plan, create and develop complex financial systems
- Ability to interpret advice/statute and devise policy/practice in the light of these
- Ability to undertake sector wide research on school finance, identifying changes to funding and ensuring the school accesses all relevant financial income
- Ability to undertake complex and strategic work that has an influence on whole school activities
- Ability to organise, lead and motivate other staff
- Ability to persuade, motivate, negotiate and influence
- Ability to relate well to children and adults
- Ability to support staff/pupils/respond to parents in terms of whole school financial policy and practice

Key Tasks

To assist and advise the Business Director in their role by:

- Assisting with the interpretation of matters of policy/procedure/statute to ensure the school's financial compliance and initiate appropriate action arising
- Assist the Business Director with the provision of specialist advice and guidance to the SLT/Governing Body etc. on national and local guidelines/policy/statue etc.
- Submitting relevant information to the Business Director, for submission to outside agencies, e.g. DfE, WCC
- Providing detailed reports on financial matters as required by the Business Director, Senior Leaders and Governors
- Working closely with the Business Director to develop appropriate financial management procedures and systems for key school partnerships, such as partner Primary Schools, the Animal Centre and the schools work with licensees and service providers
- Supporting with the design of effective operational finance policies and procedures, specifically relating to the management of external and internal budgets and key audit findings
- Working with key staff to produce regularly updated 5-year financial projections, to include complex scenario modelling requiring a high level of financial skill
- Assisting with the financial management of income generating activities of the school, overseeing the work of the Lettings Administrative Assistant to ensuring that invoices are raised promptly, payments received, and staff claims are accurate and paid promptly
- Supporting with the management of the planning, monitoring and evaluation of the school budget in conjunction with the Business Director and the Head teacher
- Acting as a deputy to the Business Director for all financial matters that may arise, supporting particularly with capacity relating to the significant partnership work undertaken with local Primary Schools.
- Being an active member of the schools' senior support staff group (3SG)

To lead and manage the finance team, all budget holders and elements of the administration team through:

- Line management of Finance Officer and the lettings element of the Administrative Office (Marketing, Lettings, trips and visits) role, offering guidance, support and advice on a regular basis
- Oversight of the school's performance management procedures for those staff that are line managed
- Leadership and management of all budget holders to ensure that all elements of schools spending are in line with budget projections
- The building of effective working relationships with staff (specifically budget holders) to ensure that a prudent, and transparent financial culture exists and is embedded throughout the school where value for money is always sought
- The organisation of regular reviews of all budgets with all budget holders twice a year

To lead and manage financial processes and transactions, ensuring policy is followed:

- Under the leadership of the Business Director, development, and monitoring of financial management information systems, to include, all external and internal financial monitoring tools
- To manage the schools finance software and perform complex financial transactions
- To oversee, manage and record all income and expenditure using recognised schools finance software and other internal financial systems
- To monitor the accuracy of the school's accounting system and perform regular control account reconciliations and reviews, correct errors in a timely manner, analyse the information, providing advice as appropriate
- To manage and co-ordinate the day-to-day procurement activities of the school, ensuring that the school obtains the best possible value for money from suppliers and contractors and ensuring that budget holders are advised of and follow school procedures
- To oversee and manage the receipt, accurate recording, safekeeping and banking of all money received by the school and to track income across the funding streams
- Design and effectively operate procedures and systems to monitor expenditure against budget, produce detailed monthly reports for budget holders and report any variances across the cost centres

- To carry out month end procedures, in accordance with the reporting timetable and prepare the management accounts for presentation to budget holders and governors
- To assist with audits, and manage the control and disbursement of petty cash
- To reconcile salaries monthly, ensuring any changes to contract and staffing amendments are accounted for through close working with Office Manager (HR Lead)
- Effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Oversee the management of expenditure from the school budget and report regularly to Business Director, Senior Leadership Team and Governors when required
- To implement recommendations on financial control from the Auditors or Department for Education
- To maintain a register of licences, registrations and utility/other supplier contracts, advising on renewal dates and other key considerations
- To develop financial systems and procedures to meet the changing needs of the school and help ensure the schools' systems remain compliant
- To undertake relevant professional development and training where appropriate

To lead and manage all financial processes linked to traded services, lettings, and school trips/events:

- To be responsible for the day-to-day decisions made around the school lettings charges, staff pay claims and resources/equipment requirements
- Create prices and take responsibility for all invoicing and monitoring of charges for traded services, such as site maintenance and ICT support at other local schools
- To oversee all charges for school trips, events and performances based on external charges, internal costs and other considerations ensuring the financial success of such activities

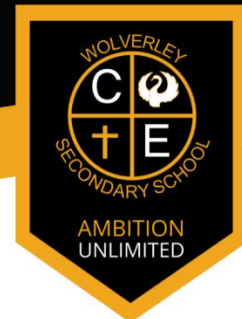
Other

- To oversee the maintenance of filing systems, ensuring records are suitable for audit purposes
- To undertake other professional duties as directed by the Business Director and/or Head Teacher
- To participate in performance management in accordance with school policy
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community
- To be a positive, innovative and resourceful member of the school community, employing a can-do attitude
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures

Additional responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Headteacher, Senior Leadership Team and Lead Cover Supervisor may from time to time reasonably require. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is a requirement of this post that personal holidays are taken during normal school holidays.

Person Specification



Qualifications	Essential	Desirable
Knowledge of theory and practice of financial management; extensive experience and expertise across a range of activities, such as accountancy, budget setting, school funding. Equivalent to national qualifications level 5 or above	✓	
English and Maths qualifications at GCSE grade C or equivalent.	✓	
Evidence of professional development.		✓
Skills/Technical Requirements		
Significant experience of working with specific systems used on a daily basis within the finance team (e5, Access, Arbor, Office 365 etc)		✓
Specialised financial skills to create, manipulate and monitor school finances as required by the SLT and Governors	✓	
Ability to organise, lead and motivate other staff and a strong knowledge of how to manage people and systems within schools	✓	
Ability to plan, create and develop complex financial management systems (strong knowledge of Excel)	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to support staff/pupils/respond to parents in terms of whole school policy and practice		✓
Knowledge and Understanding		
Specialised knowledge and understanding of issues facing schools and the financial needs they create.		✓
Detailed knowledge of issues related to the management of people from all elements of the school community, ability to identify and support staff with issues when they arise		✓
Ability to interpret advice/statute and devise policy/practice, advising Senior staff and Governors	✓	
Expert knowledge of school finance		✓
A strong understanding of GDPR and the pressures that are faced in education with regards to data protection.		✓
Experience		
At least three years' experience of large and complex financial management role preferably in a large school context.	✓	
Management of other finance/administrative staff in a school.		✓
Advising and supplying and overseeing the information passed to senior staff and Governors.	✓	
Training other staff in schools finance		✓
Conducting professional reviews of support staff.		✓
Management of significant budgets	✓	
Skills, Abilities and Attributes		
Willingness to support the Christian ethos and character of the school.	✓	
Personal values that are consistent with the ethos of a Church of England school.	✓	
Good level of ICT skill, particularly Excel and accounting packages	✓	
Excellent written and oral communication skills.	✓	
Good leadership skills and ability to motivate other staff.	✓	
Personal qualities which enable successful relationships to be built with students, colleagues, parents, governors.	✓	
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty.	✓	
Drive, enthusiasm and willingness to initiate and contribute to new developments.	✓	
Willingness to participate in relevant training and development.	✓	
Willingness to operate as part of a team, carrying out tasks beyond the envisaged job description when occasion demands.	✓	
Ability to work under pressure.	✓	
A good sense of humour.	✓	