Finance Team Leader

Job Title	Finance Team Leader
Location	Finance Office
Reporting To	Director of Finance and Resources
Salary	Bucks Pay Scale 7, point 36 – point 40

Job Purpose

To support the Director of Finance and Resources to provide a financial support service to the school which ensures that the school's financial systems and processes are managed and operated efficiently and effectively, that all financial transactions are conducted with probity and that value for money principles are applied. To line manage the Finance Assistants.

Main Duties and Responsibilities

1. To ensure that all financial systems, whether computer-based or manual, are operated and managed efficiently and effectively, and conform to the Academies Financial Handbook and other appropriate financial standards.
2. To work with the Director of Finance and Resources and budget holders to prepare the annual budget, plus forecasts of year end income and expenditure at the end of Q2 and Q3.
3. To oversee expenditure from the General Annual Grant (GAG) and other income including:
   - monitoring all budgets
   - checking and acting on Department for Education (DfE) and the Education and Schools Funding Agency (ESFA) financial information
   - performing regular reconciliations
4. To implement funding allocation and virement decisions made by the Leadership Group and Governing Body.
5. To provide the Director of Finance and Resources and Leadership Group with answers to financial queries, factual financial information and, when requested, advice about financial issues (eg insurance).
6. To manage the School Fund and Prize Funds, providing appropriate administrative support to users of those funds and ensuring that transactions are processed appropriately.
7. To oversee the production of the information required to audit the school, School Fund and Prize Fund accounts, providing relevant and timely information to the trustees of those bodies.
8. To lead the payroll process to ensure that salaries are promptly and correctly paid, and support staff with queries relating to pay and pensions.
9. To ensure that all payments for expenses, overtime, supply teaching and examination invigilation are correctly authorised.
10. To liaise with the DfE and national pensions agencies on all aspects of pay and pensions.
11. To manage the processing of financial documentation under financial regulations.
12. To oversee and direct the work of the finance and payroll team.
13. To research and advise on value for money issues to optimise value for the school.
14. To carry out any other duties which may reasonably be required by the Headteacher.

Finance Team Leader

Scope

The scope of the role includes:

- Systems and processes that control and manage the school Budget Share (ca. £7M), entities operated by WHSAT (ca £2.5M), School Fund (ca. £400K) and Prize Funds (ca. £25K);
- Management of the Finance Assistants
- Monitoring staff with delegated financial responsibilities;
- Liaison with the DfE and ESFA, banks, auditors, HMRC, insurers and any other financial or regulatory bodies.

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

- Educated to Level 3 or above;
- Knowledge of financial administration and a relevant financial qualification;
- Knowledge of financial management and management information systems;
- Excellent knowledge of MS Office or equivalent.

Skills

- The ability to relate well to adults and young people
- Excellent communication and inter-personal skills;
- Ability to use discretion and respect confidentiality;
- Excellent personal organisation and time management;
- Ability to lead and manage a diverse team;
- Able to work quickly and accurately to tight deadlines;
- A very high standard of written and spoken English;
- Proactive and able to work on own initiative;
- Ability to work under pressure and to remain calm in difficult circumstances;
- Able to work alone and as part of a team;
- The ability to learn new systems and implement systems in the working environment;
- Tact, diplomacy and confidentiality.

Experience

- Experience of school and/or business office work;
- Experience of working in a busy environment with people of all ages;
- Experience of managing own substantial workload and meeting challenging deadlines.

Job Features

Planning and Organising

- Timely delivery of time-critical deliverables Organisation of Finance Office to meet the expectations of students, parents, staff and other stakeholders;
- Management of investments for the prize funds.

Decision Making

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- Determining the cost effectiveness of external suppliers;

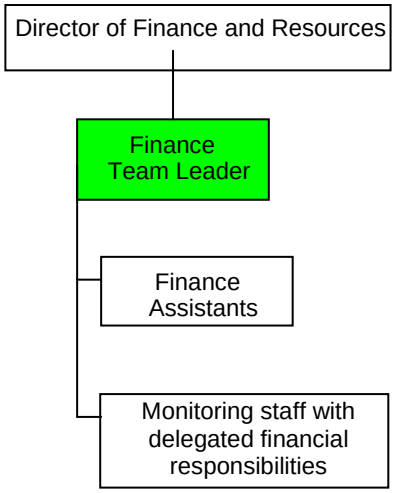
- Investment decisions with surplus funds and the prize funds;
- Selection and implementation of internal and external financial processes.

Internal/External Relationships

- Students;
- Parents;
- Staff (teaching and support);
- Other stakeholders (Guild, Governors, Parents and Friends Association);
- Suppliers.

Problem Solving

- Managing conflicting demands for resources.

Other

Organisation Chart