

# **St Peter's Church of England Primary School Aylesford**

## **JOB DESCRIPTION** School Finance Manager

<b>Salary Grade:</b>	<b>KSF - £30,404-£33,752 pro rata.</b>
<b>Hours:</b>	<b>37.5 hours per week: 07.30-15.30 Monday-Friday 30 minutes lunch break per day.</b>
<b>Weeks:</b>	<b>You would work term time only, plus the 5 inset days. You may need to work additional days in the holidays to meet certain deadlines, for which you would be renumerated.</b>

### **Finance**

- Advise the Headteacher on all financial matters, to ensure the school maintains financial probity at all times, with systems which are compliant with all regulations.
- Work with the Headteacher to set the annual budget. Use your knowledge of forward financial forecasts to advise on possible future financial developments for the school.
- Following discussions relating to the School Improvement Plan, and the longer term aims of the Headteacher, annually develop a three-year budget plan.
- Monitor the outturn of the current budget and work with the Headteacher to adjust spending as necessary.
- Produce reports and notes for Head & Governors, and explain all aspects of the financial management of the school.
- Complete all returns for LA & DfE in accordance with deadlines.
- Authorise payments (both within school and the actual payment through the bank).
- Process BACS payment runs (during term time), ensuring all invoices have been verified prior to payment.
- Act as the primary contact for all external customers, suppliers and agencies regarding school finance.
- Oversee the set up and use of school bank accounts and corporate cards. Act as primary contact for these accounts.
- Act as the primary contact for external agencies e.g. LA, DfE on all financial matters.
- Lead external audits e.g. compliance, fraud, corporate card audit, HMRC.
- Prepare Financial Risk Register for governors.

### **Payroll**

- Manage the payroll process within the school. This includes informing the payroll provider of all starters / leavers / contract changes / extra payments due / sickness absences etc
- Administering & agreeing the monthly payroll, ensuring it is correct, making all necessary payments (HMRC, pensions etc), ensuring staff pay and extra payments are made correctly.
- Have a comprehensive understanding of tax, pensions, statutory payments (sick pay, maternity pay).
- Administer the process for pay increases. Ensure that performance management outcomes are available to inform staff pay rises. Calculate new FTE pay and pro-rata salaries, plus any lump sums due. Advise payroll of new salaries / grades/ holiday allowances. Prepare & issue appropriate letters to support staff. Prepare & issue statutory advice to teaching staff. Advise HR provider of new salaries. Update internal school records with new salaries.

### **HR**

- You will attain references and complete the DBS process for new starters.
- You will prepare contracts and write job descriptions as required.
- You will manage the resignation process for all staff.
- You will liaise with payroll and HR as required to set up new starters.
- To complete the Performance Management process for both office staff and for the school caretaker.

### **Wraparound Provision/Voluntary Fund**

- Act as company secretary for the school's Wraparound provision.
- Manage the financial operation of the provision, overseeing payments, credits and identifying any debt.
- Prepare monthly payroll, bank reconciliations and accounts.
- Oversee the operation of the Voluntary Fund, including the monthly reconciliation completed by another member of the office staff.

### **Office Operation**

- To complete general office duties as and when required, alongside two other office staff.
- This will include dealing with parental enquiries, both in person and over the telephone.
- Welcome visitors to the school and play a role in managing events such as school photographs, medical checks for designated year groups etc.

### **First Aid**

- You will oversee the availability of first aid resources around the school, completing checks on first aid boxes, defibrillators etc.
- You will order replacement resources as required.
- You will oversee the completion of first aid records.
- You will manage the qualification of staff with appropriate first aid training to ensure that the school is always adequately provisioned.

- You will complete a relevant first aid certificate to play a role in the provision of first aid as and when required.

### **Support Services**

- Oversee the operation & development of school administration functions – assess routines, look for improvements, suggest systems & changes etc
- Procure, negotiate & administer contracts to support the school e.g. telephone, insurance, printers, IT support. Read other contracts the school is considering & provide advice
- Act as system manager for school information management and finance IT systems.
- Manage the school's asset register, accounting for and removing items as required.

### **Facilities & Premises**

- Ensure compliance with statutory checks & inspections.
- Arrange Fire Risk Assessments, re-measuring of floor space & other premises visits by external agencies.
- Arrange non-statutory support contracts e.g. PAT, Air conditioning maintenance.
- Liaise with KCC re premises visits & updating their database.
- Liaise with caretaker regarding any repair & maintenance tasks, decorating etc.

### **Ad-Hoc**

- Advise on the review and development of all school policies relating to your sphere of responsibility, including Finance, Lettings, Charging & Fraud, HR and Health and Safety.
- Control of school entry system software, allocation & deletion of access to staff, contractors etc
- Oversee & manage various school central control systems e.g. DfE Sign In
- Annual review & re-writing of School Emergency & Business Continuity Plan
- Ensure compliance with GDPR (school contact & admin of systems e.g. DPO, GDPRiS) & Data Protection legislation

The salary is reviewed annually.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### **General Expectations:**

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.