

JOB DESCRIPTION AND PERSON SPECIFICATION

Finance Manager

Line Manager:	Principal
Responsible for:	Finance & Resource Management
Scale:	M2 (SCP 43-46)
Salary:	£38,221.15 to £40,948.08 p.a. (incl Fringe Allowance)
Hours:	37 hours per week
Contract:	Term Time plus 6 weeks (44 weeks)

Job Purpose

- **Overseeing all direct aspects of the academy's finances, to include: establishing and maintaining systems of control, providing financial planning and reporting, identifying income streams, effective financial management and ensuring best value from services and contracts**
- **Overseeing payroll and contract administration**
- **Leading the Finance Team to ensure that the team supports the Principal, Governors and Trustees in all resources and financial matters and providing a first class service to the academy**
- **Ensuring compliance with legal, governance and financial practices**
- **Support and promote the vision and values of the academy.**

Responsibilities and Tasks

1. Financial & Asset Management

- Help prepare the three year financial plan for the academy and assist in setting annual budgets
- Oversee audit processes and ensure all relevant paperwork, procedures and systems are in place to ensure positive outcomes and full compliance
- Prepare monthly financial/budget monitoring reports, cash flow forecasts, management accounts, estimates and complete other financial returns as required by DfE/EFA
- Support and attend relevant governing body and other meetings – provide and update documentation as necessary, eg management accounts, updated policies and procedures, audit reports, risk registers, etc
- Monitor the cash flow of the academy and implement creditor and debtor policies and procedures
- Help implement effective operation of financial control within the academy, and ensure value for money is achieved in all relevant areas of expenditure
- Develop appropriate financial regulations and work with budget holders to ensure compliance in control, monitoring and efficient disbursement of the academy budgets
- Work with the Auditors and Responsible Officer. Operations to implement recommendations and best practice
- Maintain effective systems of internal control
- Ensure that annual financial statements are properly presented and are adequately supported by the underlying books and records required



- Monitor the operation of contracts entered into for the supply of goods and services to the academy and ensure best value
- Ensure accurate records are kept of all academy assets including acquisitions & disposals
- Produce and implement appropriate policies and procedures to ensure compliance and effective finance and resource management
- Monitor, assess and review contractual obligations for outsourced school services and apply the principles of best value
- Work with budget holders to review expenditure and ensure activities are properly costed and budgeted for and achieve best value
- Ensure all VAT requirements are met and complied with including the appropriate treatment of lettings and other income streams
- Assist with developing and sourcing new income streams
- Maintain an accurate and up-to-date register of assets, ensure items are depreciated and agree a replacement programme with the Principal as part of the budget planning process.

2. Payroll and Contract Management

- Establish an effective and accurate payroll system and ensure compliance with all relevant legislation
- Manage the payroll services for all academy staff including the management of pension schemes, salary sacrifice schemes and associated services
- Oversee payroll and contract administration, in liaison with the payroll and personnel management provider, and the academy HR Manager.
- Maintain and monitor salary information and produce salary forecasts and contract data.
- Participate in the procurement of the Mellor Educational Trust (MET) wide services.
- Attend the MET Finance Hub Meetings on a quarterly basis

3. Purchase Ledger

- Responsible for the maintenance of purchase ledger
- Responsible for ensuring requisitions/purchase orders are emailed to suppliers
- Responsible for processing purchase ledger invoices
- Responsible for processing BACS reports and payments in accordance with the academy's Scheme of Delegations
- To process credit card invoices and do the monthly credit card reconciliation on Civa

4. Team Leadership and Team working

- Line manage the Finance & Resource functions of the academy
- Develop a flexible team who are able to interchange and cover all areas, tasks and duties within the team
- Implement appropriate finance and resource management policies and procedures to maintain good practice and ensure compliance
- Be an effective and flexible member of the team, contributing to the successful provision of value for money support services throughout the academy.

5. Other Professional Responsibilities

- Take responsibility for your own continuing professional development and keep up to date with developments in finance and resource management.

6. Other Responsibilities

- To be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal and/or relevant member of the Senior Leadership Team
- To ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- To work co-operatively and support the academy's Professional Review System and commit to your own continued professional development



THE **BUSHEY**
ACADEMY

Proud to belong

- To promote the academy's ethos of being 'Proud to Belong' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy
- To undertake all other reasonable duties as requested by the Principal.

Signed: _____
Job Holder Line Manager Date

This job description shall be subject to review at appropriate intervals.

Person Specification: Finance Manager

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Educated to degree level or equivalent related professional qualification • Good ICT skills (Microsoft Excel and Word) • Good communication skills • Able to manage a team • Able to prioritise • Able to gather, analyse and evaluate figures accurately to produce management reports and information to agreed deadlines 	<ul style="list-style-type: none"> • Appropriate financial qualification – AAT or equiv • Knowledge of procurement processes • Experience of using Civica/HCSS or Orovia budgeting Software
Experience	<ul style="list-style-type: none"> • Experienced in financial management and budget planning • Experience of using Financial Management Systems/accounting packages • Awareness of data protection, security and confidentiality 	<ul style="list-style-type: none"> • Awareness of and understanding of education/academy finance and reporting requirements • Previous experience in a school or educational setting • Management experience
Attributes/ Personal Qualities	<ul style="list-style-type: none"> • Absolute confidentiality over personnel and finance matters • Excellent organisational and time management skills • An outstanding administrator with excellent work presentation skills and a high level of accuracy • Able to work flexibly and proactively while maintaining a high level of professionalism • Able to work in a team, accept delegated responsibility and delegate as appropriate • Able to work under pressure and meet deadlines • Able to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information • Personal integrity and the ability to inspire it in others • Ability to constructively challenge the work of self and others and a commitment to service quality and continuous improvement • Have a passion for education and be able to demonstrate both a strong belief in an inclusive approach and have high expectations of all young people • Excellent interpersonal skills and a high level of emotional intelligence • Energy, endless enthusiasm, resilience, commitment, initiative, flexibility, pragmatic optimism, a sense of humour and a 'can-do' attitude • Willingness and ability to adapt to change, learn new systems and develop staff 	
Other Requirements	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Have regard to provide equality of opportunity for all • Awareness of and adherence to relevant health and safety regulations • Excellent punctuality and professional conduct • Evidence of continuing professional development 	<ul style="list-style-type: none"> • DBS Clearance