

Finance Manager Job Description

Reports to: Director of Finance and Business Development

Pay Scale: 31

Main Purpose of Post:

To organise and oversee all financial systems and procedures for the school and any attached primary schools and advise the Finance Director on all financial matters relating to the financial management of the school/attached primary schools.

- Preparation or review of all key reconciliations for review by the Finance Director
- Preparation of the VAT return for review by the Finance Director
- Prepare monthly budget to actual reports for review by the Finance Director
- Prepare termly management accounts for review by the Finance Director
- Prepare year end extended trial balance with backing information for review by the Finance Director
- Assist the Finance Director to prepare for annual audit to ensure compliance with relevant practices and procedures and takes action when discrepancies are identified referring to Finance Director/Head teacher as appropriate.
- Review of the monthly payroll reports/payslips following preparation by the payroll department
- Prepares and compile individual budget holders annual budgets and estimates for approval by the Finance Director and Head teacher and incorporation into the annual school budget.
- Preparation of specific detailed budget reports i.e. catering for review by the Finance Director
- Preparation of the whole school annual budget for review by the Finance Director
- Preparation of the annual Teacher's Pension Statement for review by the auditors
- Monitors all individual budget holders income and expenditure against budgets and takes action to ensure that commitments are contained with appropriate budget heads
- Assist the Finance Director where necessary regarding the financial implications of changes in school policies and procedure
- Assist the Finance Director to review the financial systems and procedures to maximise effectiveness in providing management information
- Prepares and presents reports on matters affecting finance for consideration by the Finance Director, Head teacher and/or Local Governing Body.
- Supervises all administration arrangements in establishing and maintaining all bank accounts, in recording all transactions. Arranges payment of all invoices and acts as signatory for school cheque account(s).
- Responsible for the monitoring and ongoing management of the cashless sales system for such services as catering, schools trips, uniform sales and reconciling this system to the main school budgets.

- Is responsible for the negotiating and securing of viable contracts for whole school equipment and services (i.e. photocopying, vending, hygiene services) and monitoring of performance against agreed terms.
- Allocates work to subordinate staff determining priorities and ensuring that deadlines are met.
- Organises procedures and assists in the recruitment and selection of assistant finance staff. Contributes to induction, staff development and training.
- Delivering in-house training to ensure application of sound financial practice by middle and senior managers and ensuring relevant staff are aware of current practice and procedure.
- Development of systems, practices and procedures for, and the actual delivery of peripatetic bursary and financial management services to South Hunsley Primaries partners.
- Advise the business planning process for the development and delivery of extended school services.
- If required, obtain a first aid qualification and provide a back up service to the first call First Aider.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of The Education Alliance and School appropriate to the remit.

It should also be noted that support staff work a rotation system to ensure maximum efficiency and job satisfaction.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed: _____ Date: _____

Name: _____ (Block Letters)