**Colchester County High School for Girls**

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| **Job Title** | Finance Manager |
| **Grade** | Band 4 (£23,398 - £30,153) |
| **Reports to** | Chief Financial Officer (CFO) and Business Manager (BM) (Finance) |
| **Responsible for** | Finance Officers |
| **Liaison with** | Chief Executive Officer (CEO) and CFO, Governors and Trustees, Senior and other staff,  External Agencies (DfE, Education & Skills Funding Agency (ESFA), Legal Team, Contractors etc) |
| **Job Purpose** | Managing the day to day financial records of the various Trust divisions.  Deputising for the Business Manager (Finance) in their absence. |
| **Duties** | * To be responsible for the day to day administration of the Trust’s finances and to ensure such matters are handled in accordance with the trusts and ESFA financial regulations. Ensuring maintenance of proper accounting records. This includes all financial functions, VAT accounting, cash handling, public and private funds * Monitoring all accounts relating to the trust * In consultation with the Business Manager, the preparation of annual budgets for approval by the Headteacher and Trust Board, with due regard to past records, trends, inflation and indications of the level of expected income as advised by ESFA * To monitor the actual budget against expenditure and give notice to the CEO, CFO and BM of any significant variations * To liaise regularly with the CFO and BM to keep them informed of all matters of importance connected to the management of the school’s finances. To assist in updating (on a monthly basis) the status of the management accounts and financial projections for the academic year * To assist in providing budget details to the CFO and BM for appropriate Governors’ Meetings throughout the year * To assist, where required, in the preparation of bids in respect of grant applications * To ensure the Department complies with all financial regulations * To assist, where required, in presenting financial appraisals of specific projects * To assist, where required, in special appeals for capital funds; produce capital bid projects * Regularly inform each cost centre (via Business Manager) of the state of their account * Monitoring of payments of salaries by Payroll Services ensuring that the required returns are completed to deadlines eg superannuation, taxation and NI * To assist BM in advising the CEO and CFO of the need to inform staff of salary progression applications * To make monthly checks in conjunction with the Finance Officer for bank reconciliation and payroll returns * To assist, where required, in completing the annual returns required by the following agencies, TPA (pensions), HM Revenue and Customs (Income Tax, NI and VAT), ESFA (rates) etc. * Advise, where required, the CFO and BM on pension status * To assist in preparing and submitting any financial returns as required by ESFA or DfE. * To prepare all the documentation necessary for the annual audit and submit final accounts to the Governors * To assist in maintaining an Assets Register * To assist in monitoring the quality of goods and services, seek out new suppliers and where required assist with tendering processes in accordance with financial regulation to ensure that the school receives value for money * To assist in arranging quotations and estimates for goods and services, supervising the issue of purchase orders and arrangements for the receipt of goods, monitoring work in progress, checking invoices and arranging payment in accordance with agreed terms * Ensure services represent the best value for money – collaborate with other groups where appropriate, ensuring cost effective procurement * To manage and monitor the Parent Pay database and assist with information about trips and sales. |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment   The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade  The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |
| **Health and Safety Responsibilities** | * All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision. * Their responsibilities include: * Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility. * Ensuring managers under their control carry out their health and safety responsibilities. |
|  | * Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours. * Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views. * Ensuring the health and safety competence and capability of employees under their control. * Ensuring relevant health and safety standards and risk assessments are implemented in their area of control. * Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented. * Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments). * Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School’s requirements. * Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body. * Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager. |

**This job description does not form part of the contract of employment. It describes the way the post holder should perform and complete the particular duties set out above.**

**It will be reviewed annually as part of the Performance Management cycle.**

**July 2018**

**Person Specification – Finance Manager**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | An appropriate professional qualification is desirable  Experience of working at a management level within an organisation  Experience of working with PS Financials software desirable |
| Knowledge of relevant policies and procedures | Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management  Understands the school and ESFA and financial systems and procedures  A working knowledge of payroll and employment issues |
| Literacy | Excellent literacy skills, GCSE English or equivalent to Grade C |
| Numeracy | Excellent numeracy skills, GCSE Maths or equivalent to Grade C. Further numeracy qualifications desirable |
| Technology | Highly competent ICT skills |
| **Communication** | Written | Ability to assist in the production of financial returns and write letters and reports. |
| Verbal | Ability to exchange information clearly and sensitively. |
| Languages | Use initiative to overcome any communication barriers with children and adults. |
| Negotiating | Effective negotiation skills and the ability to achieve best possible outcomes.  Ability to effectively manage difficult or controversial exchanges. |
| Confidentiality | Ability to keep information confidential |
| **Working with children** | Behaviour Management | Understand and implement the school’s Behaviour Management Policy and SEN Policy, as required. |
| Curriculum/School organisation | Good understanding of the learning experience provided by the school in relation to the role |
| Child Protection & Safeguarding | Basic understanding of requirements and responsibilities under Child Protection & Safeguarding |
| Health & Wellbeing | Understand and promote the value of emotional and physical wellbeing in adults and children. Take responsibility for own wellbeing. |
| **Working with others** | Working with partners | Establish effective relationships with those working in and with the Trust. |
| Relationships | Patience and the ability to deal with a wide range of demands from a variety of people. Ability to establish rapport and respectful, trusting relationships. Ability to build open and honest relationships. |
| Team work | Work creatively within a team environment both as a manager and team member. Be an exemplar for values and behaviours. Ability to work independently. |
| Information | Develop and implement highly effective systems to share and safeguard information |
| Equalities | Demonstrate commitment to treating all people fairly |
| **Skills** | Organisational Skills | Experience of financial planning, financial management and budgetary control within an organisation.  Have the ability to plan and organise at both the tactical and strategic level |
| Line Management | Experience of leading, managing and motivating a team of staff  Lead by example and be a role model |
| Time Management | Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately  Able to ensure that tight, strict deadlines are met. |
| Creativity | Demonstrate a highly creative approach to work  Able to resolve complex problems independently. |
| Equalities | Demonstrate commitment to treating all people fairly |
| Health & Safety | General understanding of Health & Safety. |
| Confidentiality/Data Protection | Understand and compliance with procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role.  Able to effectively evaluate own performance  Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members |