**

***ALDERBROOK***

***JOB DESCRIPTION: Finance Manager***

*POST: Finance Director*

*SALARY: Band F*

*HOURS: 37 hours per week, Full Time*

*ACCOUNTABILITY: Headteacher*

***KEY PURPOSE OF THIS POST***

*To lead on and manage academy finance issues. To provide day to day financial management of the academy. To further develop financial controls, lead on monthly and year close and be responsible for producing the statutory accounts. To maximise opportunities for secondary income streams. To manage financial aspects of school expansion. Termly reporting to the Governing Body*

***RESPONSIBLITIES AND DUTIES***

***Key Tasks to include (this list is not exhaustive)***

* *Have overall responsibility for all financial matters of the academy.*
* *Lead on the production, establishment, monitoring and evaluation of the academy budget, including the annual preparation of a four year forecast of income and expenditure.*
* *Produce and maintain all academy financial reporting and accounts, including responding to external reporting agencies, such as the ESFA, the Charity Commission, Companies House, the DfE and HM Revenue & Customs.*
* *Plan and set the academy’s Capital Budget.*
* *Oversee all financial procedures, ensuring compliance with financial regulations and developing associated policies and procedures.*
* *Work with financial post-holders, such as heads of department to support them to ensure value for money.*
* *Explore cost savings and present reports to the Headteacher and Governors when requested.*
* *To maximise secondary income streams*
* *Responsible for the financial side and aspects of school expansion, liaising with leadership as appropriate.*
* *Attend Governors’ Business Management meetings and other Governors’ meetings as required to report and respond to issues in relation to the academy budget with termly financial reporting.*

*Manage the operation of the Parent Pay system.*

* *Control the chart of accounts and running of the Corero Finance system, including staff training.*
* *Conduct a monthly analysis and forecasting of reserves, including the determination of potential carry forward or deficit amounts by way of annual forecast.*
* *Provide annual capitation information to staff and provide monitoring and reporting against these during the academic year.*
* *Ensure effective financial controls are in place to support the Academy Financial Handbook.*
* *Ensure that the academy purchasing policy is adhered to.*
* *Maintaining the Academy’s Fixed Asset Register.*
* *Input and check payroll on a monthly basis.*
* *Complete and submit the following to the ESFA (Education Funding Authority) annually within the agreed timetable :*
	+ *Budget Forecast Return*
	+ *Academies Account Return*
	+ *Statement of Financial Activity*
	+ *Audit Funding Report*
	+ *Pupil Premium returns*
	+ *Financial management and Governance Self assessment Form*

*Liaise with the ESFA in respect to the income to be received by the Academy and checking the same for accuracy*

* *Ensure the submission and completion of the Local Government Pension Scheme and Teachers Pensions returns to the relevant bodies.*
* *Liaise with the external auditor, responsible Officer and HMRC as appropriate.*
* *Plan and manage cash flow.*
* *Have an oversight of lettings, managing the relationships with the hirers including Solihull Society of Arts.*
* *Negotiating key contracts and Service Level Agreements.*
* *Management of catering & cleaning contracts.*
* *Support and development of bidding and fundraising.*
* *Ensuring the appropriate insurance cover is in place.*
* *Line manage and develop the Finance Assistants.*
* *Help identify personal training needs required to help implement academy priorities and enhance own job performance.*
* *Undertake any other appropriate and reasonable duties that may be required at the request of the Headteacher.*
* *Follow the academy’s procedures for Health & Safety.*

***Generally***

* *Contribute to the overall ethos, work and aims of the academy*
* *In particular, support the ethos of the Finance department to create a Finance Centre of Excellence*
* *Participate in the academy’s performance management process*
* *Work co-operatively and in collaboration with all other colleagues*
* *Undertake any other reasonable related duty which the Headteacher or those specified colleagues with delegated authority may request within a reasonable workload*
* *Follow all the academy’s policies & procedures*
* *Contribute to the safeguarding and promotion of the welfare and personal care of children and young people*

*All jobs are subject to change and this job description to be reviewed annually or at any other mutually convenient time*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Janette Smith*

 *Headteacher*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finance Manager*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*