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| JOB PROFILE Laurence Jackson School |
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| **Post: Finance and HR Manager**  **Grade:** I (scp 44-46)  **Responsible to: Head Teacher**  **Hours:** 30 hours term time only + 8 days |
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| **Job Purpose**: Manage the operation and delivery of support services within the school. Manage the planning, development and monitoring of the School Budget. Manage, co-ordinate and delegate relevant activities to the Finance Team. Manage and be responsible for all matters relating to HR within school. |
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| **Principal Responsibilities:** School Budget  * Be responsible for planning, managing, monitoring and evaluation of budget * Prepare budget monitoring reports and attend Governors Finance and Resources Meetings termly to present information * Monitoring all daily processes in relation to the same * Liaising with SLT re the financing of Capital Projects * To lead on the successful preparation and implementation of the annual SFVS (School Financial Value Standard) * To lead on the annual preparation of the Scheme of Delegation and Financial Procedures for the School * Identify the need for, select and manage resources, including management of resource budget * Identify the need, and be responsible, for securing appropriate licences and insurance and manage service contracts in conjunction with the Facilities Manager * Be responsible for the management and audit of income and expenditure from the school budget * Supervise collection of monies from students for school trips, sponsored activities, photographs etc. * Liaise with and dealing with enquiries from staff, pupils, parents, officers of the LEA, the public and other parties on school related matters   **School Bank Accounts**   * Manage the implementation of the school bank accounts * Ensure claim for reimbursement forwarded to the LA by the 5th monthly * Oversee the reconciliation of the bank accounts each month and ensure reports are sent to the LA by the 5th of each month * Oversee completion of VAT report each month and ensure documentation forwarded to the LA by the 5th monthly  Personnel/Staffing  * Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfES * Line Management responsibilities for the 3 Finance Officers - advise when necessary on training and development * Complete annual Performance Management Appraisals for the above staff * Completion of all recruitment documentation required for new members of staff, before inputting onto SIMS and the payroll portal * Be responsible for documentation regarding any staff changes; ie new starter forms, variation to appointments, terminations and medical questionnaires. Issue contracts to new staff. Keep accurate records to ensure documentation forwarded to staff in a timely manner * To update SIMS on a regular basis with changes to Personnel and ensure accurate information available at all times * Commission appropriate Payroll systems and be responsible for their effective operation * Deal with staff queries regarding contracts and payroll quickly and efficiently * Be involved in the interview process for new staff as and when required ensuring Safer Recruitment processes undertaken * Manage and complete the annual School Workforce Census ensuring accuracy before forwarding to the DfE via the LA * Sickness Absence – carry out Review meetings with all staff who have triggered a SAR. Liaise with HR Advisory (currently RCBC) to attend home visits if required. Arrange Occupational Health referrals when necessary. Advise staff on accessing additional medical support (eg physio/counselling) via Schools Advisory Service (staff absence insurance provider)   **Single Central Record**   * To keep accurate records of all DBSs requested by the school to ensure safeguarding of students and staff * To keep abreast of current legislation concerning DBS issues and adapt this information into current policies * To be the main point of contact for all DBS documentation (from completion to receipt of enhanced disclosures). To ensure all DBS documentation is in place (either completed DBS disclosure or Exceptional Circumstances form) before new staff member commences duties within school.  School Fund  * Oversee administration of the School’s Charitable Fund * Acting as Treasurer for the same * Ensure School Fund bank statements are reconciled monthly with Pebble * Arrange termly Governors’/Trustee meetings to discuss Balance Sheets and any requests for funding * Oversee the production of annual balance sheets and ensure accurate checking by an independent person * Complete annual Report to Charities Commission by 30 June annually * Liaise with the Charities Commission re completion of any additional reports as and when required  School Games Organiser Programme  * To manage the funding streams for the School Games Organiser programme ensuring records are kept up to date and producing accurate accounts when requested * Liaise with School Games Organiser re any payments due, ensuring all necessary documentation is in place  Educational Visits Co-ordinator  * Act as the school’s Educational Visits Co-ordinator in liaison with the Finance Officers, ensuring all school trips are monitored and correctly documented. * Deal with any queries or uncertainties staff may have regarding school trips * To keep abreast of current legislation regarding out of school trips and adapt this information into current policies * Undertake training as appropriate  MAIN ACTIVITIES  * To work with the Headteacher to set up a basic budget model for the approval of Governors * Be responsible for all matters relating to Human Resources associated with all staff (teaching and non-teaching) and liaise with relevant colleagues in school and School Governors * System Manager for SIMS software within the school, ensuring all passwords are secure * Manage and monitor all financial processes * Advise the Headteacher and Governors on financial matters concerning the School Budget and provide statements/reports of expenditure and balances of accounts as required at Governors Finance and Resources Committee meetings * Ensure the Finance Officer provides monthly statements to SLT/Department Heads to assist them manage their capitation accounts * Preparation of monthly bank reconciliation documents for the LA. Ensure they are submitted within the deadline date * Supervise collection of monies from students for school trips, sponsored activities, photographs etc. * Liaise with and dealing with enquiries from staff, pupils, parents, officers of the LEA, the public and other parties on school related matters |
| **General:**  To undertake any other duties as required by the Headteacher, commensurate with the level  Redcar & Cleveland Job Evaluation Profile Code  To participate in annual performance review and undertake CPD relevant to the post as required  **Health and Safety and Safeguarding**  Adheres to the School H&S and Safeguarding policies |