



RIDGEWAY ACDAEMY – JOB DESCRIPTION SCHOOL FINANCE MANAGER

Job Title: School Finance Manager

Grade: H9

Hours: 8.00am until 4.00pm (37 hours a week)

Weeks: Term time (38 weeks) plus 5 weeks (43 weeks) 0.93 FTE

Responsible to: Business Manager

Overall responsibility:

- Organise and manage the school's finances in accordance with the Academies Financial Handbook and the Department for Education School's Financial Value Standard
- To ensure that the school's budget is prepared and managed effectively to support school improvement

Main areas of responsibility

- Manage and maintain the school's accounting function to agreed procedures, providing advice and assistance to the Business Manager, Headteacher, Board of Governors and Multi Academy Trust (MAT) Chief Financial Officer (CFO)
- Establish departmental budgets, monitoring spending of budgets and preparing annual returns
- Prepare financial reports for the Business Manager, Headteacher and CFO to present to Governor meetings/Trust Board, to advise on and monitor the budget
- Advise on compliance with financial legislation and guidance eg HMRC, Department for Education
- Prepare financial returns for submission to the ESFA and Trust Board and others as required identifying major variances and reasons for such variances
- Assist Subject Leaders in the monitoring of their departmental budgets, providing budget holders with monthly updates of their accounts
- Assist in preparation of annual audit, liaise with Auditors, providing all information as required and dealing with any queries
- Liaise with ESFA regarding school funding
- Carry out and keep cost analysis and other financial information
- Ensure compliance with data protection regulations including General Data Protection Regulation (GDPR)

Financial management

- Maintain and monitor accurate records of income and expenditure, payment of invoices, security and banking of money
- Maintain and oversee all bank accounts including the school's credit card, completing monthly reconciliation and reporting banking errors
- Assist in the preparation of accurate VAT accounting so that VAT reclaim returns can be prepared at a MAT level
- Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
- Maintain computerised accounting functions and budget control
- Be responsible for ensuring all forms including timesheets, expenses, deductions are submitted to meet payroll deadlines
- Monitor and reconcile the payment of salaries by the school's payroll provider, liaising with the payroll provider as required
- Monitor and reconcile school trip accounts, liaising with staff on costings
- Be responsible for the placement of orders, ensuring they are processed via the school's computerised ordering system
- Liaise with suppliers, ordering stock, checking deliveries, scrutinising and paying invoices
- Raise invoices to external bodies for services provided by the school and follow up their prompt payment



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SCHOOL FINANCE MANAGER

- Maintain all school insurances including assessments, claims and administration
- Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value
- Liaise with the member of staff responsible for HR administration to ensure staff details relating to salaries and pensions are accurate
- Ensure the school's asset register is maintained and kept up to date
- Manage the financial administration of all school lettings

Line Management

- Line management and training responsibility for the Finance Assistant

Person specification:

- Appropriate financial qualifications and significant hands on financial experience with knowledge of accounting procedures within a school or similar environment
- Finance, business and administrative management experience in an establishment with financial constraints
- Ability to communicate, organise and work unsupervised under pressure
- Be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status
- ICT skills to implement and operate systems for budget control
- The capacity to contribute to decision making at a senior level and offer advice when planning budgetary strategy
- Experience of managing change and implementing new systems/procedures/control
- Evidence of effective leadership and line management of staff
- Ability to proficiently use office computer and finance software including spreadsheets and databases
- Ability and knowledge to produce budgetary estimates, reports, cash flow, financial and statistical summaries
- Knowledge of principles and methods of financial control and reporting
- Good working knowledge of methods of ordering, contracts, purchasing and value for money
- Ability to follow direction and work in collaboration with Senior Leadership Team
- Ability to work flexibly, adopt a 'hands on' approach and respond to unplanned situations
- A willingness to seek specialist advice and awareness of where to seek it
- Ability to attend evening meetings if required
- Efficient and meticulous in organisation
- The ability to maintain confidentiality

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information. All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date