

**Featherstone High School
Job Description**



Job Title:	Finance Manager
Grade:	9 – 11. NJC 28-37 (depending on experience)
Salary:	£37,179 - £45,975 per annum
School:	The postholder will be based at Featherstone High School with the expectation that they will manage the provision across the Grand Union Multi Academy Trust
Hours:	35 hours per week All Year Round. Term Time + 2 weeks (41 weeks) will be considered. This is a senior role, and the postholder should expect to work additional hours as required to fulfil the role, including attending some evening meetings
Reports To:	Director of Finance & Operations

Job Purpose

The purpose of this role is to provide professional management and leadership of all the financial operations and supporting the Director of Finance & Operations (DFO hereafter) in key areas of financial management in respect of monthly budget monitoring, internal and external reporting, as well as 3 year budget forecasts.

Main tasks: Finance

1. To ensure that all financial tasks are carried out in accordance with the ESFA Academies Trust Handbook and agreed school policies
2. To ensure all invoices are paid and collection of debt on time
3. To maintain and oversee all bank accounts including credit cards, ensuring accurate and prompt reconciliations
4. To be responsible for the Cashless System and Payments website
5. To manage the financial month end processes in an accurate and timely manner
6. Lead on the production of monthly management accounts across the Trust, including meeting key budget holders including SLT as appropriate
7. Support the DFO in the preparation and submission of returns to the ESFA and other governmental bodies
8. Support the DFO, and lead where appropriate, in the preparation and execution of all internal and external finance audits
9. Support the DFO, and lead where appropriate, in the production of 3 year budgets across the Trust
10. Line manage the finance staff, working with the DFO on recruitment, training, probationary reviews and annual appraisals
11. Support the DFO in preparing finance papers for governing body meetings and attending to present as appropriate.
12. Support the DFO in reviewing and updating Trust wide documents such as finance manuals, risk registers, business continuity plans in accordance with the Academies Trust Handbook
13. Maintain and develop the computer based financial and management accounting systems across the Trust
14. Ensuring accurate VAT accounting and payment, and that VAT returns are submitted in accordance with HMRC guidelines in a timely manner
15. Work with the payroll provider ensuring reports and journals received are as expected

Operations:

1. Working with key members of staff including SLT in relation to procurement ensuring processes are in line with budget provisions, policy and best value
2. Work with key members of staff to manage school hospitality in line with school policy
3. Monitor overtime in relation to lettings and ensure this is in line with budget allocation, and processing all internal recharges accurately
4. Work with key members of staff to monitor and review operational contracts to ensure best value (i.e., Washroom services, refuse, energy, photocopiers)

Administrative:

1. To ensure that all administrative duties, checks and documentation are completed accurately including returns and reports
2. To process, input and extract data held on the school's database system
3. To maintain both manual and computerised record and filing systems in line with audit requirements such as invoices, orders, petty cash receipts

General:

1. To attend school events as required
2. To attend relevant meetings and training sessions
3. To keep abreast of developments and changes in fields relevant to role and communicate to staff as required
4. To attend some parent evenings as required
5. To assist with other tasks as delegated by the DFO and Executive Headteacher within the context of the job, skills and grade

The job description 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.

By signing this document, you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

Job Title: Finance Manager

		Essential (E) Desirable (D)
	Qualifications and Experience	
1.	Appropriate Business/Financial qualification and/or significant experience in field	E
2.	Evidence of working in a school or similar environment	D
3.	Evidence of effective leadership, line management of staff with the ability to develop and motivate	D
4.	Experience of submitting financial reports in a similar setting	E
	Professional Specification	
5.	Experience of using SIMS or similar Management Information System	E
6.	Experience of using Microsoft Office in particular Word and Excel	E
7.	Administration and organisation skills	E
8.	Experience of working in a confidential environment	E
9.	Ability to produce and collate reports and publication materials	E
	Professional Skills and Attributes	
10.	Ability to inspect and monitor the provision of financial services	E
11.	Ability to work constructively as part of a team, understanding organisational roles and responsibilities and the post holder's position within these	E
12.	Ability to carry out instructions and work with minimum supervision and equally to work under pressure	E
13.	Ability to constructively challenge in respect of working processes and best value	E
14.	Ability to communicate well in writing and face to face	E
15.	Ability to identify own training and development needs and to cooperate with the means to address these	E
	Personal Qualities	
16.	A flexible and proactive work ethic	E
17.	Excellent attention to detail	E
18.	Honesty and trustworthiness	E
19.	A good record of attendance and punctuality	E
	Demonstrates the Commitment to:	
20.	Equal opportunities for all in the school community	E
21.	Safeguarding and promoting the welfare of young people	E