

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

## **JOB DESCRIPTION**

Post Title	Finance Manager
Postholder	
Hours of work	42 weeks a year, 37 hours per week from 7.30 am to 4.00pm
Reporting to	Business Director
Specific responsibilities of the post	<p><b><u>Budget / Financial Control</u></b></p> <ol style="list-style-type: none"> <li>1. To work with the Business Director to produce the annual budget for approval in line with the allocated General Annual Grant from the ESFA and other funding streams.</li> <li>2. To work with the Business Director and Auditors to prepare interim and annual statutory accounts.</li> <li>3. To monitor budget spending and raise any concerns with the Business Director.</li> <li>4. To be responsible for all accounting procedures and resolve any problems.</li> <li>5. Ensure all ordering, processing and payment of goods and services provided are undertaken accurately and in line with appropriate financial control.</li> <li>6. Ensure all bank accounts operate appropriately and effectively with regular reconciliation taking place.</li> <li>7. Prepare invoices and collection of fees and other dues, taking appropriate action to recover bad debts.</li> <li>8. Oversee the maintenance of the fixed asset register, monitoring of departmental inventories and updating Fixed Assets as necessary.</li> <li>9. Work with the Business Director to prepare all financial returns for the DFE, ESFA, HMRC etc within the statutory deadlines.</li> <li>10. Take responsibility for processing VAT returns and dealing with V.A.T liabilities.</li> </ol> <p><b><u>Finance</u></b></p> <ol style="list-style-type: none"> <li>11. To manage and monitor contracts and SLA's, negotiated and collaborated with the Business Director in line with the provision of services.</li> <li>12. To provide clear/ accurate and timely reports to inform internal decisions.</li> <li>13. In the absence of the Senior Finance Assistant maintain the smooth running of the order / invoicing/ trip processing systems.</li> <li>14. To be responsible for arrangements for school facilities including:-</li> <li>15. BACS payments,</li> <li>16. Catering and Cashless provision including registration of new intake,</li> <li>17. Parent Pay processes/payments online,</li> <li>18. Liaising with the external lettings company relating to finance issues,</li> <li>19. Provision for additional tuition for Music relating to finance.</li> <li>20. To work with the Business Director for seeking professional advice on appropriate insurances for the school.</li> <li>21. To work with the Business Director on completion of financial returns for Audit and ESFA purposes.</li> </ol> <p><b><u>General</u></b></p> <ol style="list-style-type: none"> <li>22. Directly responsible to the Business Director, Head, Governors and Leadership Group.</li> <li>23. To take full responsibility for the day to day running of the Finance/ HR Office and to oversee the daily workload.</li> <li>24. Line management and Professional Development of the Senior Finance Assistant and HR Administrator.</li> </ol>

	<p><b><u>Human Resources</u></b></p> <p>25. To update and maintain the Personnel Database.</p> <p>26. To work with the HR Administrator on production of the School Workforce Census.</p> <p>27. To oversee the monthly processes for payroll and personnel, undertaken by the HR Administrator and liaising with the school's external HR / Payroll provider.</p> <p>28. To process the monthly payroll reports on the school's finance systems.</p> <p>29. To work closely with the Business Director / HR Administrator in matters relating to staffing contractual changes.</p> <p>30. In the absence of the HR Administrator to maintain the smooth running of the payroll/personnel systems and duties.</p> <p>31. To assist staff in all aspects of HR related issues.</p> <p>32. To take early morning absence notifications from Support Staff and inform appropriate Line Manager and HR Administrator accordingly.</p>
Responsibilities as a member of staff	<p>1. To ensure that the safety and welfare of all students is given priority at all times</p> <p>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</p> <p>3. To ensure an appropriate individual response to whole school priorities</p> <p>4. To engage actively in the Performance Management Review Process</p> <p>5. To implement all school policies</p> <p>6. To attend all meetings as directed</p> <p>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</p>
Personal Qualities; the postholder is expected to be:	<p>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</p> <p>2. Committed to ensuring the safety and welfare of all students at all times</p> <p>3. Committed to team work within all aspects of the school</p> <p>4. Proactive in terms of furthering their knowledge and skills</p> <p>5. Punctual for all commitments</p> <p>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</p>
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed .....Post holder

.....Line manager

Date .....