**FINANCE MANAGER**

**JOB DESCRIPTION**

**Hours of work:** 36 hours per week term time plus 4 weeks (2 of which must be worked in the last 2 weeks of the summer holidays) *(can be flexible for the right candidate – if required please ensure this is included within your covering letter)*

**Salary:** Scale H8

**Reports to:** Finance and Premises Director

**Job Overview:**

Operation of financial procedures within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained in accordance with the Academies Financial Handbook, School Financial Procedures and Scheme of Delegation.

* To be responsible for the processing and recording of all financial transactions completely and accurately on the school’s finance system, ensuring that transactions satisfy the requirements of accountability and financial control and that all financial regulations of both the school and DfE/ESFA are met
* Line management of the Finance team
* To contribute to the overall ethos, work and aims of the school

**Main duties and responsibilities:**

* managing the day-to-day accounting and financial procedures of the school including the maintenance and operation of the school’s accounting system
* to ensure that financial standards are complied with in line with school policies, current legislation and the requirements of Companies House, ESFA, HMRC and other organisations as required
* brief the Finance and Premises Director on any financial concerns as they arise
* responsible for month end and year-end close, including accounting adjustments
* prepare monthly balance sheet reconciliations, prepare and review all income and expenditure reports, and provide monthly management reports including detailed commentary, highlighting areas requiring attention to the Finance and Premises Director on a timely basis, providing feedback to Finance team as appropriate
* maintenance (liaising with the bank, changes of account signatories, BACS and other banking arrangements, ensuring financial regulations regarding signatories are adhered to) and oversight of bank accounts, ensuring that bank reconciliations are prepared and reviewed on a monthly basis
* ensure that cash reserves and investments are monitored and reported; negotiating interest rates with the banks to elicit best rates for deposits
* establish and ensure compliance with cash controls and all elements of cash handling, banking and security
* management of school credit cards and rechargeable trip cards
* ensure that supplier accounts are established and maintained
* ensure that payments are properly approved following appropriate authorisation of orders in accordance with procurement rules laid down by the Academies Financial Handbook and School Financial Procedures and that approval has been given consistent with those rules and made on a timely basis
* in conjunction with the Finance and Premises Director, provide Governors with reports required for the Resources Committee meetings
* ensure that income is managed effectively and recorded/ reported in line with the Academies Financial Handbook and School Financial Procedures:
* reconcile funding due from ESFA, local authorities and other agencies keeping accurate records of what is due ensuring the correct funding is received
* to complete any documentation regarding additional funding available
* ensure accurate submission including variances of monthly payroll and posting of the payroll journal, liaising with the HR Manager as necessary
* ensure accurate VAT accounting and that VAT reclaim returns are prepared and submitted to HMRC as required
* responsible for processing and review of journals, ensuring journal summaries are prepared
* responsible for processing all other financial transactions completely and accurately
* responsible for upkeep and regular review of the fixed asset register and ensuring the school’s inventory is up to date
* maintain records, information and data, and produce analysis and reports as directed, suitable for auditing purposes
* liaise and provide information as required with external providers of services (e.g. external and internal auditors)
* responsibility for submission of Office of National Statistics returns
* completion of End of Year Certificate for Teachers’ Pension Scheme
* prepare and monitor in conjunction with the Finance and Premises Director the annual and three yearly budgets and update forecasts on a monthly basis; update the Finance system with the budget for the new year
* produce reports on budget expenditures and projections, investigating likely expenditure including inflationary and other factors
* assisting the Finance and Premises Director so that all internal and external financial forms and returns are sent to the DfE/ESFA and other statutory bodies in line with guidance
* contribute to the planning and development of the school’s financial systems, procedures, policies and implementation
* administration of insurance and claims
* ensure all delegation and declaration forms are sent and received
* to keep and maintain up to date records of contracts, leases etc., ensuring renewal options are explored in a timely manner
* to liaise with existing and potential suppliers to investigate and compare costs re negotiation of new contracts and leases, reporting findings to the Finance and Premises Director
* to co-ordinate 6th Form and finance staff in the administering of the 6th Form Bursary
* ensure budget holders understand their budgets and advise them on matters relating to their budget/s in order to achieve value for money
* to be responsible for the day to day monitoring of the work of the Finance team, overseeing all processes and to be able to provide cover when required (includes but not limited to Lettings, Parent Pay, Purchasing)
* responsible for training (including design and implementation) of all school staff and training of finance staff on the use and operation of the finance system so they are able to train school staff in their day to day interactions
* continuous improvement of all processes
* attend relevant meetings and participate in training, other learning activities and programmes as required to keep up to date with procedures and system changes, and training other staff as appropriate
* undertake all duties required with line management of staff
* be aware of and comply with all policies and procedures including but not limited to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Finance and Premises Director
* undertake such other duties as may be required from time to time commensurate with the level of the post as required by the Finance and Premises Director and the Headteacher. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed

**PERSON SPECIFICATION**

**DESIRABLE**

* Current and/or previous experience of successful finance work in the education sector
* Accountancy qualification

**ESSENTIAL**

* Proven finance administrative/managerial experience
* Ability to dynamically lead a team
* Proven ability to manage the performance of a diverse range of staff and provide training
* To be a strong and committed team player
* Strong desire to develop own skills and to support others in developing their skills
* Experience of using financial systems
* Ability to improve processes
* Use own initiative
* Excellent literacy, numeracy and IT skills (word and excel)
* Highly effective administrative and organisational skills
* Attention to detail in all work produced
* Resilience, the ability to work under pressure and be able to meet deadlines
* Excellent communication skills (including written and oral)
* Excellent interpersonal skills
* Excellent attendance and punctuality
* Present the school in a professional, courteous, friendly and business-like manner
* To be smart and presentable
* Possess a pleasant personality and a good sense of humour
* Flexible in approach with a positive outlook
* Relate positively to students, staff and customers and to be helpful and patient
* To be committed to the principles and practice of equal opportunities
* A commitment to safeguarding and promoting the welfare of children and young people