

**Park High School  
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Post Details:</b>	<b>Finance Manager</b>
<b>Scale:</b>	<b>H9/H10 for the right candidate (£39954 to £44022 pay award pending)</b>

**Responsible to:** CFO

**Responsible for:** Finance Assistant

**JOB PURPOSE:**

To work together with the CFO to develop and lead on the finance function in the school

Management of financial procedures within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained

To work with the CFO to develop financial management strategies to reduce financial risk

Manage the school's Finance Assistant

Support the school's ethos and its objectives, policies and procedures

**Key Responsibilities:**

- Management of the day-to-day accounting and administrative procedures including the maintenance and operation of the school's accounting system
- Assist the CFO to prepare the annual and 3 year budgets
- Ensure the School has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable and ensuring accurate financial records are maintained
- Administer the school's bank account and credit cards. Oversee the bank reconciliation, and monitor for fraudulent activity. Responsibility for the use, and management of the school's cash card
- Reconciliation of funding due from the ESFA and other agencies
- Responsible for the management of the internet banking and BACS payments approval systems
- Reconcile the monthly payroll charges and post on to the Access system
- To liaise with the bank regarding changes of account signatories, BACS, and other banking arrangements, ensuring financial regulations regarding signatories are adhered to
- Liaison with external agencies such as DFE, EFA, bankers and external auditors, HMRC
- Implement audit requirements, as they affect all financial activities
- Carry out internal checks on various aspects of finance functions, ensuring that procedures are adhered to, and report as appropriate to the CFO
- Negotiating with suppliers to ensure best value
- Manage the internal recharging for printing

- Manage the use of Parentpay, provide advice to staff as necessary
- Provide advice to parents, students and staff on Parentpay system
- Advise budget holders on best value, tender requirement and financial procedures
- Preparation of monthly income and expenditure statements and balance sheets and highlighting areas of under/overspends to the CFO on a monthly basis
- Support the CFO in the development of financial plans, in alignment with the School Improvement Plan
- Maintain an up to date contracts register, and assist the CFO in evaluating and monitoring contracts, including SLAs
- Supervise and manage the Finance Assistant
- Responsible for the training and development of the Finance Assistant and their performance management
- Responsibility for maintenance and operation of financial software system, including setting up new users, allocating passwords and permissions
- Providing advice to Governors on financial issues such as investment opportunities
- Responsible for completing the month end and year end closure of the school accounts, including the reconciliation of control accounts, setting up relevant income and expenditure accruals journals, and adhering to deadlines set by auditors and the ESFA
- Responsible for completion of monthly VAT returns
- Responsible for the maintenance of financial files and records and ensuring they are available for audit purposes
- Responsible for management of bursary payments system
- Responsible for sales invoicing and monitoring debtors accounts, reporting any areas of concern to the CFO
- Attend training sessions to keep up to date with procedures and software releases, and training other staff as appropriate

**Contribution to the whole life of the School:**

To attend all necessary meetings

To support the aims and ethos of the School

To adhere to all School policies

To actively participate in appropriate training when required

To engage actively in the performance appraisal process and undertake professional development as agreed

To work co-operatively as a member of a team.

To carry out any other duties as reasonably directed by the CFO / Headteacher

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• <b>Appropriate financial qualification/s and or significant experience in field</b></li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• <b>Minimum of 3 years experience in a finance related role</b></li> <li>• <b>Experience of leading a team</b></li> <li>• <b>Experience of working with a computerised finance system</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience of using Access</b></li> <li>• <b>Experience of working in a school or educational environment</b></li> </ul>
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• <b>High level knowledge of computerised finance systems and controls</b></li> <li>• <b>Knowledge of accounting and audit regulations and procedures</b></li> <li>• <b>High level of ICT skills</b></li> <li>• <b>Excellent oral and communication skills</b></li> <li>• <b>Ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of people</b></li> <li>• <b>Ability to build and form good relationships with students, colleagues and other professionals</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Ability to work under pressure and prioritise tasks effectively</b></li> <li>• <b>Excellent organisational skills</b></li> <li>• <b>High level of accuracy</b></li> <li>• <b>Ability to work to tight deadlines</b></li> <li>• <b>Ability to work constructively as part of a team, understanding school roles and responsibilities</b></li> </ul>	
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• <b>Willingness to undertake continued professional development</b></li> <li>• <b>Willingness to take part in whole school training</b></li> </ul>	