



Chesterfield High School

'for everyone the best'

Headteacher – Simon Penney B.Ed., N.V.Q.V., N.P.Q.H



Chesterfield Road Crosby Liverpool L23 9YB

Telephone 0151 924 6454 Fax 0151 931 5089

September 2017

Dear Applicant

Thank you for your interest in the position of Finance Manager at Chesterfield High School.

We are seeking an experienced financial professional, committed to working in an educational setting, to be responsible for the academy's sound financial management. You will be expected to provide the vision and advice on strategic financial issues to the Headteacher and Governing Body and will lead and manage the academy's finance team. The role will also involve liaising with the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), HMRC, external auditors and other external advisers, suppliers and contractors.

The successful candidate will need to be an excellent communicator and have proven leadership skills and be educated to Degree level or equivalent. It is also expected that candidates possess a relevant professional qualification.

Experience of working in the education sector is advantageous, although not essential.

We are committed to the development of our staff and actively support staff in their professional development.

If you require any further information on the role or would like to arrange a visit to the school please contact Linda Dalton, HR Manager on ldalton@chesterfieldhigh.co.uk.

The closing date for applications is 10.00am on Wednesday 27th September 2017.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "S Penney".

Mr S Penney
Headteacher

CHESTERFIELD HIGH SCHOOL

Application Details

Thank you for your interest in this vacancy. Further details of the School can be found on the School's website at www.chesterfieldhigh.co.uk and details of how to apply can be found below.

How to Apply

Please complete the School's application form and a covering letter which clearly demonstrates your suitability for this role.

The application form can be found on the School's website at www.chesterfieldhigh.co.uk. Please ensure that you provide email addresses for your referees.

Closing Date

Please ensure that your application arrives by 10.00am on Wednesday 27th September 2017.

Interview

Interview dates for the post are yet to be confirmed. If you have not heard from us within four school weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Chesterfield High School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment.

The holder of this post will be required to work with children under the age of 18 in a position of trust and will, therefore, not receive protection from the Rehabilitation of Offenders Act 1974. We are committed to Safeguarding the Welfare of Children and therefore the successful candidate will be required to obtain a satisfactory Enhanced Disclosure.

CHESTERFIELD HIGH SCHOOL

**JOB DESCRIPTION FOR THE POST OF
FINANCE MANAGER**

Post Title: Finance Manager

Grade: Band K Point Range 46-47 - £41,025 - £41,967

Hours: Full time year round position with attendance at evening meetings as required

Responsible to: Headteacher

Responsible for: Finance Assistant

Key Purpose of the post

The Finance Manager is one of three key support staff posts that lead the business and administration side of the academy's work. The role is expected to evolve over time and the post holder needs to be responsive and proactive to changing strategic priorities.

The following list is indicative of the main duties of the post but is not exhaustive.

- To ensure that the School resources are managed efficiently, ethically and professionally conforming to all internal and external regulations and being ultimately responsible for the proper financial conduct of the school.
- To provide strategic guidance, leadership and management of the School's finances advising the Headteacher/Accounting Officer and Governing Body on all financial matters relating to the School.
- To be responsible and accountable for the delivery of financial support services including the establishment/operation of a suitable accounting system and implementation of sophisticated systems of internal control.
- To be responsible for all aspects of funding and financial/statutory returns.
- To be responsible for the statutory accounts, financial returns and reports to the Governing Body, the Education and Skills Funding Agency, Department for Education and other statutory bodies in accordance with guidance and externally determined deadlines.
- To strengthen financial competence across the school to improve financial decision making and operational decisions.
- To review and improve the school's financial systems and policies ensuring they are robust, compliant and support current activities and future growth.
- To manage/direct finance staff and delegate relevant activities as appropriate.
- To work collaboratively within a team of three key Managers to ensure efficient and effective delivery of support services to the School and ensure that quality standards are worked to.

Key Duties of the post

- To act as the main financial consultant to the Headteacher and Governing Body and attend and report to the Full Governing Body and relevant Sub-Committees on a regular basis.
- To maintain the school's accounts in accordance with the funding agreement and Academies Financial Handbook issued by the funding body and in accordance with the financial regulations and procedures of the school.
- To ensure that effective financial structures and controls are in place to support robust financial management.
- To prepare annual and three year budget estimates of school income and expenditure and advise the Headteacher and Governors on setting the annual budget so that the school's financial resources are maintained.
- To prepare the school's annual accounts to required standards and take responsibility for the completion and submission of all regulatory reporting.
- To fulfil the role of Company Secretary ensuring that all company records are up to date and annual reports completed in a timely manner.
- To provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
- To prepare, monitor and evaluate the school budget and prepare financial reports in line the school's budget reporting schedule.
- To take a lead in sourcing additional funding streams to maximise the school's resources in support of its learning objectives.
- To liaise with auditors to enable them to operate effectively.
- To ensure that the school achieves value for money across all its activities including the delivery of services.
- To ensure income collection procedures are operating effectively and debt problems are minimised.
- To ensure invoices are authorised and processed efficiently.
- To be responsible for all dealings with the bank.
- To be responsible for investment of balances to ensure maximum returns.
- To be responsible for negotiating, renewing and managing all key contracts for the school (cleaning, catering, grounds maintenance, photocopying etc) ensuring all contracts are of high quality and offer best value.
- To monitor contracts to ensure that they meet contractual conditions and the school's requirements.

- To be responsible for the adherence to the school's tendering policy and procedures and ensure that tenders are issued and received according to school policy.
- To ensure the school is fully insured and protected against any potential claims.
- To liaise with the school's insurance company and process insurance claims.
- To liaise with the Headteacher and Site/Premises Manager in co-ordinating programmes of maintenance, repair and improvement and liaising with contractors as required.
- To source funding opportunities and submit CIF bids to improve the school premises and facilities in liaison with the Site/Premises Manager.
- To work with the Site/Premises Manager to ensure that invoices and income for bookings of the school premises are processed and paid.
- To oversee the management of the payroll ensuring accurate and timely payment of salaries to all staff members.
- To prepare and submit monthly, quarterly or yearly returns to the appropriate bodies, including Companies House, Pensions, VAT and PAYE returns.
- To ensure pension records and returns are up to date.
- To prepare and submit the annual School Workforce Census return in liaison with the HR Manager.
- To work with the School Council where required.
- To be responsible for the school mini bus ensuring that it is tested, fully compliant and all staff using the mini bus are eligible to drive it.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute and actively promote the aims and ethos of the school.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Maintain a presence in professional networks and through these and other means ensure a current overview of finance sector policies and developments.

- Support the school's commitment to the continued professional development of all staff and undertake personal development through training and other learning activities, including appraisal as required.
- Assist the induction of other support staff as required.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

Note:

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. Other duties for which the Finance Office is responsible will also form part of daily routines.

Candidates should note that some flexibility over working hours will be required outside normal working hours to ensure the requirements of the job are completed as needed.

Prepared by:

Name
Designation
Date

Linda Dalton
HR Manager
September 2017

CHESTERFIELD HIGH SCHOOL

PERSON SPECIFICATION FOR THE POST OF FINANCE MANAGER

Qualifications

		Essential	Desirable	Evidence
1	Professional finance or finance related qualification	✓		AF
2	Qualified to degree level		✓	AF
3	School Business Management Qualification		✓	AF

Knowledge

		Essential	Desirable	Evidence
4	Detailed and up to date knowledge of accountancy and detailed codes of practice	✓		AF, I
5	In-depth knowledge of statutory requirements, funding strategies and regulatory requirements relating to academies		✓	AF, I
6	Knowledge and experience of managing procurement and contracts	✓		AF, I
7	Proven awareness and respect for the highly sensitive status of information and its confidentiality	✓		AF, I
8	Up to date knowledge of educational funding streams		✓	AF, I

Experience

		Essential	Desirable	Evidence
9	Experience of working at a strategic level in the public sector or comparable organisation	✓		AF, I
10	Experience of managing strategic financial plans, budgets, financial reporting, procurement and fixed assets	✓		AF, I
11	Experience of successfully managing staff, leading and developing administrative and financial functions, including sound budget control and advice to audiences at a senior level	✓		AF, I
12	Experience of capital bid processes	✓		AF, I
13	Experience of working on organisational change projects	✓		AF, I
14	Experience of working in an educational setting		✓	AF, I
15	Experience of working with school governors, trustees, directors or similar		✓	AF, I
16	Experience of using and supporting others in the use of financial software packages, including a working knowledge of SIMS FMS and HCSS		✓	AF, I
17	Experience of project and contract management including capital build projects		✓	AF, I

18	Experience of HR management including contract administration and payroll procedures		✓	AF, I
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Skills and Attributes

		Essential	Desirable	Evidence
19	Excellent and accurate numeracy and literacy skills	✓		AF, I
20	Excellent written and verbal communication skills with the ability to relate to a wide range of audiences	✓		AF, I
21	Ability to communicate financial issues to non-financial people	✓		AF, I
22	Ability to demonstrate a business focus and commercially minded approach to managing a public sector finance function	✓		AF, I
23	A strong understanding of IT and its potential for the organisation	✓		AF, I
24	A proven ability to successfully manage all resources effectively	✓		AF, I
25	Excellent analytical skills and sound judgement	✓		AF, I

Personal and Professional Qualities

		Essential	Desirable	Evidence
26	A commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels	✓		AF, I
27	Excellent skills in strategic planning and strategic management of financial resources	✓		AF, I
28	Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options	✓		AF, I
29	Ability to work under pressure to meet deadlines and organisational priorities	✓		AF, I
30	Good leadership skills and ability to inspire and challenge colleagues	✓		AF, I
31	A strong commitment to personal development for all staff including themselves	✓		AF, I
32	Flexible in terms of working patterns and evolution of the role	✓		AF, I
33	A team player with excellent communication skills	✓		AF, I

Other

		Essential	Desirable	Evidence
34	Driving licence and own transport		✓	AF

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AF Application Form
I Interview