



EAST BARNET SCHOOL

Job Description

Post: Finance Manager
Accountable to: School Business Leader (SBL)
Grade: SO1

The Role: To be responsible for the day-to-day financial management of the school, ensuring compliance with the requirements of the Academies Financial Handbook as well as high standards of financial probity, and value for money, within the school.

Duties and responsibilities /Job specification

Overall

1. To be responsible for the day-to-day financial management of the school.
2. To contribute to the achievement of the educational vision for the school.
3. To line manage the Finance Officer.

Finance

1. To oversee all financial transactions within the school, including purchase orders, invoicing, bank reconciliations, BACS payments and petty cash.
2. To oversee and ensure receipt, safekeeping and banking of all money received by the school.
3. To oversee the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
4. To ensure timely production and issue of financial reports, cash flow forecasts and returns as required.
5. To prepare the monthly management accounts and month end adjustments within the agreed timescale, highlighting and analysing variances and taking necessary action, for review by the SBL.
6. To prepare monthly budget reports for all budget holders, highlighting issues to the SBL.
7. To train and support budget holders as required.
8. To take responsibility for the school's accounting procedures, ensuring all are adhered to within the school.
9. To support the SBL in all statutory returns to the EFSA and other agencies within deadlines.
10. To support the SBL in allocating annual funding to departments.
11. To maintain finance filing systems, ensuring that records are suitable for audit purposes.
12. To support the SBL with preparation of the annual budget for approval by the Local Governing Body.
13. To be responsible for the preparation of all documents required for the effective closure of the accounts at the end of the financial year, liaising with the SBL and auditors as and when required.
14. To establish and maintain a comprehensive fixed asset register.
15. To effectively monitor capital income and expenditure.
16. To ensure that invoices for services are issued in a timely manner.
17. To ensure that all income is recouped in a timely manner, including rates rebates from the EFSA.

18. To coordinate the work of the Finance Officer, ensuring efficient running of the office and provision of cover as required.
19. To develop a department Sharepoint and financial procedures as required.
20. To be an active member of the Business Support Middle Leaders Team.
21. To develop the annual Finance Team Improvement Plan and Self Evaluation.
22. To ensure confidentiality is maintained in all aspects of work.

Purchasing and contracts

1. To work with the SBL to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.
2. To work with the SBL to negotiate, manage and monitor contracts, tenders, and agreements for the provision of services to the School, to ensure that services are delivered to a high quality and support the operation of the School.
3. To work with the SBL, to monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.

Line management

1. To line manage the Finance Officer, ensuring the development of effective finance processes and administration.
2. To carry out weekly line management meetings and bi-annual performance management meetings.
3. To ensure that the Finance Officer receives effective training and support in all relevant areas.

Other duties and responsibilities

1. To support administration and other operations as and when required.
2. To communicate and liaise with key stakeholders as appropriate.
3. To comply with all policies and procedures in relation to finance, child protection, behaviour, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
4. To undertake training and development relevant to the post and in line with the School's priorities.
5. Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
6. Develop strong and positive relationships with students and staff.
7. Establish and maintain effective working relationships with colleagues.
8. To attend the annual Open Evening providing appropriate support and information as required.
9. Carry out any other reasonable duties within the scope of this post, as and when requested by the Headteacher or any other member of the Senior Leadership Team.
10. To attend INSET training sessions as directed by the School Business Leader.

Person Specification

Qualification Criteria

1. Qualified AAT or part-qualified accountant, e.g. ACCA or CIMA (*desirable*).
2. Right to work in the UK.
3. Strong numeracy and literacy skills – pass or above in core subjects at GCSE level.

Knowledge and Experience

1. Experience of financial procedures, including budget monitoring, purchase ledger, accounts receivable and cash handling/security.
2. Highly developed spreadsheet skills and experience of working with computerised financial systems.
3. Experience of management information reporting, budgeting, and forecasting.
4. Experience of obtaining best value from suppliers.
5. Experience of working in a school (*desirable*).

Skills and Abilities

1. The ability to work in close harmony with all staff.
2. The ability to follow instructions accurately but make sound judgements and lead when required.
3. Excellent listening, literacy and numeracy skills.
4. Strong interpersonal, written, and oral communication skills.
5. Highly computer literate, with skill in using Microsoft Office and financial databases.
6. Strong organisational and time-management skills and the ability to delegate appropriately.
7. Hard working, conscientious and accurate.
8. Adaptable, flexible, and able to work with minimum supervision.
9. Approachable, calm, and caring.
10. A commitment to the safeguarding and welfare of all students.
11. The ability to develop positive relationships with students.
12. Confidence and self-motivation.
13. The ability to work well under pressure.
14. The ability to be decisive.
15. High level of integrity.
16. Good analytical skills.
17. Sound judgement and problem-solving skills.
18. Committed to teamwork and working collaboratively with colleagues.

Other

1. Commitment to equality of opportunity and the safeguarding and welfare of all students.
2. Willingness to undertake training.
3. This post is subject to an enhanced Disclosure and Barring Service check.