



ST JOHN BOSCO ARTS COLLEGE



St John Bosco
ARTS COLLEGE

Finance Manager

Recruitment Pack 2023

Closing date: 12 noon on Wednesday, 7th June 2023

Interviews: Wednesday, 14th June 2023

Please note that only applicants who have been shortlisted for posts will be contacted following the closing date

Applications should be completed on the CES application form together with the Recruitment Monitoring Form and returned to Mrs Waters, Executive Officer: watersc@stjohnbosco.org.uk or sent by post to the college.

Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. As a school, we are committed to safeguarding all members of our community, and all posts are subject to enhanced disclosure procedures and pre-employment checks.

As part of the shortlisting, we will carry out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the college might want to explore with the applicant at interview.

Contact details:

www.stjohnboscoartscollege.com
Storrington Avenue, Liverpool L11 9DQ
Tel: 0151 330 5142
Email: enquiries@stjohnbosco.org.uk



Dear Prospective Candidate

As the Headteacher of St John Bosco Arts College, it is my pleasure to announce an exciting opportunity within our school support staff team. We are seeking a committed and highly skilled individual to take on the role of Finance Manager.

Our school's ethos, 'Together we inspire each other to flourish in faith, hope, and love,' encapsulates our dedication to fostering an environment where our students and staff alike can thrive. We are steadfast in our commitment to upholding an exceptional standard of educational provision for everyone involved.

This role is vital to our ongoing growth and development. The Finance Manager will play a key role in the efficient management and control of all aspects of our school's finances, in accordance with Financial Regulations. Working in close partnership with the Business Manager, this post includes preparing budgets, providing accurate and timely financial information, and managing the day-to-day operations of the Finance Office.

The successful candidate will need to demonstrate excellent communication skills, an eye for detail, and the ability to work effectively within a team. Previous experience in financial management is essential, and familiarity with school finance systems would be advantageous.

As Headteacher, I am fortunate to work with a team of professionals who are unwavering in their commitment to providing the best possible education for our students. The Finance Manager will join this team, bringing their unique skills and expertise to our shared mission.

If our vision aligns with your values and ambitions, and you believe you can contribute to our mission, we would be delighted to hear from you.

Visits to our school are welcome and can be arranged by contacting Executive Officer, Caroline Waters, on 0151 330 5142 or email watersc@stjohnbosco.org.uk.

Thank you for considering this opportunity, and we look forward to hearing from you.

Yours sincerely

D Gidman

**Mr D Gidman
Headteacher**



JOB DESCRIPTION

Finance Manager

Job Pack

April 2023

Title of post :	Finance Manager
Salary :	Pass 8, SCP 26-29 (£32,909 - 35,411)
Contract :	35 Hours per week, Full Time
Responsible to :	Headteacher Business Manager

Statement of Purpose

To manage and control all aspects of the school's finances in accordance with Financial Regulations. To assist the Business Manager in the preparation of the budget and reports to Governors. Manage the budget on a daily basis and provide accurate and timely information to the Headteacher, Business Manager and Governors.

Main duties

- Prepare, implement and reconcile all financial transactions in relation to the school's income and expenditure in line with financial regulations, guidelines and consistent financial reporting;
- manage the day-to-day operation of the Finance Office including all orders, payments and receipts;
- ensure cash is banked in a timely manner and recorded accurately;
- line manage the Finance Assistant ensuring all transactions are posted to the SIMS finance system in an accurate and timely manner;
- deputise for the Business Manager in his/her absence;
- maintain overall responsibility for the safe banking of any monies not received electronically;
- ensure the school's purchasing policy is robustly enforced throughout the school and that best value principles are applied at all times;
- arrange BACS/cheque payments for authorisation and transmission;
- reconcile bank statements and deal with bank related queries;
- compile the management accounts for Governor meetings for the Main School and for the Teaching Development Partnership;



- present management accounts at Governor Committee meetings;
- assist in the preparation of budgets;
- manage end of year procedures including preparation of creditor/debtor information;
- monitor cash flow;
- oversee the production of regular reports, and monitor energy usage and charges, transport and taxi, alternative provision costs, agency cover costs;
- manage all accounting procedures in relation to the Teaching Development Partnership, School Fund, Lettings and Petty Cash and ensure all audit requirements are met;
- maintain the payroll system by processing payroll information including new starters, leavers, variations and overtime whilst ensuring an accurate and timely service by the payroll provider;
- Undertake termly financial reviews with the Catering Manager/Site Manager and LRC Manager to gain awareness of pending expenditure;
- oversee, authorise and monitor the hire of the 3G football facility and work alongside the Community Sports Development Officer to capitalize on the school's property assets and generate additional income;
- maintain contract details for suppliers and assist in the negotiation and renewal of contracts and Service Level Agreements;
- manage the ParentPay system and produce income and expenditure reports of school trips and school journey;
- raise invoices for school lettings, staff consultancies, sales and other aspects of income generation and ensure that the school's debt management policy is enforced;
- administer the school's credit card use ensuring safe keeping and correct application;
- develop systems to improve financial processes ensuring efficiency and best value;
- produce analysis and system generated reports upon request and within the prescribed framework to Cost Centre Holders, Headteacher and Business Manager;
- notify the Headteacher and Business Manager of any adjustments to the budget which may prove necessary during the year;
- produce information and co-operate in any audit arranged by the Local Authority, Governing Body or Headteacher;
- develop and maintain the school's finance manual;
- regularly benchmark the school's financial position;



- maintain and develop objectives identified in the School's Financial Value Standard in collaboration with the Headteacher and Governors;
- assist in applications for funding for capital works and manage systems for monitoring capital expenditure and funding;
- manage the Asset Register and liaise with the ICT Network Manager to ensure details are accurate;
- look at developing skills and knowledge to support the Business Manager further;
- undertake such other duties as may be reasonably expected commensurate with the grading of the post.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate.

Health and Safety

The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified are adhered to. The Finance Manager may be expected to wear a designated uniform.

Any other duties as required by the college, that are commensurate with the grade.



Person Specification Finance Manager

			Shortlisting	Interview	Task
Education, Training and Qualifications	Essential	Desirable			
Qualification at AAT level 4 or equivalent in accountancy or related disciplines		✓			
Good pass(grade C or above) at GCSE maths and English	✓		✓		
Evidence of further training of relevance to this post	✓		✓	✓	
Further professional qualifications relevant to this post		✓	✓	✓	
Experience					
Extensive experience of successfully leading and developing administrative and financial functions, including sound budget control and advice to a variety of audiences at a senior level.	✓				
Significant experience working in business administration, accounting or related disciplines	✓			✓	
Experience of successful teamwork towards specific projects		✓		✓	
Experience of-contract negotiation and procurement at a variety of levels	✓		✓	✓	
<i>Knowledge, skills and aptitudes</i>					
Knowledge of accounting and budget control procedures	✓				✓
Knowledge of and capacity to generate income from various streams		✓		✓	
Able to assist with school based strategic planning and project management	✓				
Understanding of and ability to implement monitoring and evaluation strategies	✓				
Skills in management of change		✓			
Excellent interpersonal and communication skills	✓				
Good ICT skills including use of Excel	✓				
Efficient and capable administrative skills	✓				
Ability to generate, organise and analyse data	✓				
Able to present complex financial information in a way that is accessible to the non specialist.	✓				
Proactive with an ability to use own initiative	✓				
Personal qualities					
A presence which inspires confidence	✓				
The ability to motivate others	✓				