



## **Job Description**

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | Finance and Administration Manager                      |
| <b>Working hours:</b>  | Full time (Mon – Fri). Term time plus 4 weeks per annum |
| <b>Salary:</b>         | Salary Scale 42 – 46 £52,835 - £56,900 per annum FTE    |
| <b>Accountable to:</b> | Headteacher   |

Reporting to the Head, the Finance and Administration Manager role is a pivotal one ensuring the school manages its resources effectively and efficiently.

The successful candidate will be a qualified accountant and will have worked in previous business management and accounting roles, preferably within a school, but if not, within a similar sized organisation.

The key responsibilities are as follows:

- Management of Finance, HR including payroll, and the School Office and reprographics
- Financial Control of the School's Income and Expenditure during the Financial Year, and other financial processes that support this process
- Preparation of budgetary information, for presentation to the Board of Trustees for their approval and on-going monitoring of the budget to ensure income and expenditure remains in line with expectations
- Provide Strategic direction and insight to the Head, Trustees, and Senior Leadership Team
- Work with the Head in developing a vision and strategy for HR across the School, and effectively implement and run the approved HR strategy on an ongoing basis.

The role is full-time (36 hours equivalent per week), term time plus 4 weeks per year (44 weeks). It is expected that the successful candidate will work the hours of work that are necessary to ensure the effective discharge of all duties and functions associated with the post.

## Key Tasks

### *Strategic Role*

- Ensure that the Academy makes best use of resources through effective strategic planning, including consideration of all financial implications.
- Produce timely and fully costed proposals for any projects to be undertaken and complete thorough five-year budgets.
- Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current and future initiatives to ensure they work to the benefit of the school.
- Attend Senior Leadership Team meetings as required; advise and train senior and middle leaders on all budgetary and resource matters.

### *Leadership and Management*

- Manage the disciplines of finance, resources and contracts, exercising sound leadership at all times in line with the Academy's vision and values
- Take line management and training responsibility for each member of the Finance team, and the Office Manager, ensuring that they perform their duties to the highest possible standard. Prepare their work schedules and monitor their work. Be responsible for their performance management reviews
- Set performance management targets for each manager
- Support all departmental managers in budget bids and costing activities
- Support the Head's PA with all HR processes to ensure they are efficient and adequately understood. Work with them to ensure staff appointments are appropriately documented and communicated.

### *Risk Management*

- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times
- Manage the whole Academy risk register
- Manage all aspects of Academy business management in a sustainable and eco-friendly manner.

### *Board of Trustees*

- Prepare and present reports for the Finance, Audit and Premises Committee.
- Provide papers for the Governing Body regarding the Finance, Audit and Premises management of the Academy as and when requested.

### *Finance / Resource Management*

- Prepare for approval by the SLT, Trustees and the Finance, Audit and Premises Committee, the annual estimates of income and expenditure. Obtain agreements of budgets, and monitor accounts against budgets. Ensure submission of the approved budget to the EFA (by 31<sup>st</sup> July each year)
- Oversee the accounts for any budget holders and report on the financial state of the Academy to the Governors. Review and authorize Purchase Order requests in line with agreed budgets
- Review the reconciled balance sheets / accounts on a monthly basis, including sign off of petty cash/ bank reconciliations
- Manage all necessary documentation for auditors or other external control agencies
- Oversee the Academy's accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review. Maintain and

update the procedures manual, financial regulations and delegation of authority schedules at least annually

- Maintain effective internal control processes and systems within the department. Monitor all accounting procedures, and resolve any problems
- Manage and review detailed monthly management accounts for Trustees and the Head according to the agreed schedule, reporting immediately any exceptional problems, and significant variances against budget
- Ensure payments made to suppliers for goods purchased are authorized and settled in a timely manner
- Ensure compliance with the financial management standards in Academies. Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Senior Leadership Team and Trustees as appropriate
- Take responsibility for all financial returns for the ESFA, LA and other central and local government agencies in line with agreed timetable
- Advise the Head and Trustees on investment and financial policy, preparing appraisals for particular projects and developing a business plan (long term financial strategy) for the future development of the Academy
- Deal with the Academy's rating assessment and VAT liabilities, and advise on the financial implications of any changes to the current and future tax legislation
- Manage the Academy's investments, if appropriate
- Liaise with the ESFA to pay grants. Manage grant applications, gifts and other donations to the Academy. Maximise income generation within the Academy's values and ethos. Ensure best value principles are adopted.

#### *Human Resources*

- Monitor the payroll service for all Academy staff, including the operation of the various pension schemes and other deductions in which the Academy participates. Liaise closely with the Head's PA, to ensure accurate contracts, deductions and payments have been made to staff
- Review, update, create and manage the introduction of all HR policies in the light of approved HR strategy
- Contribute to the annual salary review for non-teaching staff
- Be accountable for the development and management of HR processes and HR information systems at the school
- Work closely with Head's PA to ensure that the School's recruitment procedures are appropriately followed and staff records are effectively recorded
- Carry out DBS checks for new employees and Trustees and maintain the Single Central Register
- Advise senior managers on the correct procedures to be followed in managing staff absence and sickness, and monitor and communicate where appropriate
- Keep up to date with changes in HR legislation, guidance and good practice and advise the School accordingly
- Liaise with the School's HR advisors as appropriate
- Advise senior managers on the correct procedures to be followed in managing staff grievance and discipline
- Undertake disciplinary and grievance investigations and / or chair disciplinary and grievance hearings as appropriate.

### *Premises and Health & Safety Management*

- Work with colleagues to develop a premises strategy including: - maximising income from lettings and other funding streams; liaising with the builders and architects; overseeing and developing the Business Continuity Plan and ensuring that loss prevention steps are in place
- Manage the school's side of external lettings provision including day to day liaison and matters arising.

### *Bid/Services Contracts Management*

- Monitor the Academy's contracts management. Negotiate, manage and monitor all contracts, tenders and agreements for the provision of support services. Purchase, whether directly or indirectly, the Academy's energy supplies
- Ensure value for money in procurement of corporate contracts and their management.
- Seek professional advice on insurance and advise the Trustees on the appropriate insurances for the Academy. Implement the approved insurance, and handle any claims that arise
- Liaise with any external sponsors/ donors as necessary.

### *Data Management*

- Collaborate with the Data Manager to provide the appropriate contract/ salary information for the annual workforce census (September every year).

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.