



Finance Manager Job Description

Job Title	Finance Manager
Location	Finance Office
Reporting To	Director of Finance and Resources
Salary	Bucks Pay Scale 8, point 41 – point 45

Job Purpose

To support the Director of Finance and Resources to provide a financial support service to the school which ensures that the school's financial systems and processes are managed and operated efficiently and effectively, that all financial transactions are conducted with probity and that value for money principles are applied. To line manage the Finance Assistants and Finance Officer.

Main Duties and Responsibilities

1. To ensure that all financial systems, whether computer-based or manual, are operated and managed efficiently and effectively, and conform to the Academies Trust Handbook and other appropriate financial standards
2. To prepare monthly accounts to include processing Journals, Accruals, Prepayments, Sales & Purchase Ledgers, Trial Balance and Reconciliations
3. To address queries from staff and parents particularly regarding pay, over-time, pension, expenses, educational visits, ParentPay and insurance
4. To oversee and direct the work of the finance and payroll team
5. To provide the Director of Finance and Resources and Leadership Group with answers to financial queries, factual financial information and, when requested, advice about financial issues
6. To co-ordinate interim and year statutory audits and Internal Scrutiny ensuring all necessary documents are uploaded to the audit portal in a timely manner
7. To complete & submit quarterly VAT Returns
8. To oversee expenditure from the General Annual Grant (GAG) and other income including:
 - monitoring all budgets
 - checking and acting on Department for Education (DfE) and the Education and Schools Funding Agency (ESFA) financial information
 - performing regular reconciliations
9. To oversee the production of the information required to audit the school, School Fund and Prize Fund accounts, Maths Hub and SCITT
10. To lead the payroll process to ensure that salaries are promptly and correctly paid
11. To ensure that all payments for expenses, overtime, supply teaching and examination invigilation are correctly authorised
12. To manage the processing of financial documentation under financial regulations
13. Provide extensive input to the successful implementation of new accounting software
14. To carry out any other duties which may reasonably be required by the Headteacher



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Scope

The scope of the role includes:

- Systems and processes that control and manage the school Budget Share (ca. £7M), entities operated by WHSAT (ca £1.2M), School Fund (ca. £400K) and Prize Funds (ca. £25K)
- Management of the Finance Assistants
- Monitoring staff with delegated financial responsibilities
- Liaison with the DfE and ESFA, banks, auditors, HMRC, insurers and any other financial or regulatory bodies

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

- Educated to Level 3 or above
- Qualified Accountant an advantage
- Knowledge of financial administration and a relevant financial qualification
- Knowledge of financial management and management information systems
- Excellent knowledge of MS Office or equivalent

Skills

- The ability to relate well to adults and young people
- Excellent communication and inter-personal skills
- Ability to use discretion and respect confidentiality
- Excellent personal organisation and time management
- Ability to lead and manage a diverse team
- Able to work quickly and accurately to tight deadlines
- A very high standard of written and spoken English
- Proactive and able to work on own initiative
- Ability to work under pressure and to remain calm in difficult circumstances
- Able to work alone and as part of a team
- The ability to learn new systems and implement systems in the working environment
- Tact, diplomacy and confidentiality

Experience

- Experience of school and/or business office work
- Experience of working in a busy environment with people of all ages
- Experience of managing own substantial workload and meeting challenging deadlines

Job Features

Planning and Organising

- Timely delivery of time-critical deliverables Organisation of Finance Office to meet the expectations of students, parents, staff and other stakeholders
- Management of investments for the prize funds

Decision Making

- Determining the cost effectiveness of external suppliers



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- Investment decisions with surplus funds and the prize funds
- Selection and implementation of internal and external financial processes.

Internal/External Relationships

- Students
- Parents
- Staff (teaching and support)
- Other stakeholders (Guild, Trustees, Parents and Friends Association)
- Suppliers

Problem Solving

- Managing conflicting demands for resources

Other

Organisation Chart

