IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

Finance Manager Job Description

Role	**Finance Manager**
Salary	**The salary will be commensurate with the experience and qualities of the successful candidate**
Contract Basis	**Maternity Cover**
Hours of Work	**Minimum 3 days up to 4 days (22 up to 29 hours per week), 52 weeks per year**
Job Purpose	**To provide a professional and efficient finance function, dealing with all queries promptly. Responsibility for ensuring all transactions and statutory returns are completed accurately, on time and recorded correctly to ensure compliance with accounting standards.**
Responsible to:	**Head of Finance**
Responsible for:	**Line Manager to Finance Assistant**
Accountabilities	**1. Finance** • Adhere to the School Finance Policy. • Ownership of all billing processes, ensuring that all billing cycles are completed accurately and on time. Billing processes include tuition fees, supplementary fees and lettings. • Support Finance Assistant with the credit control process, ensuring timely payments are received. • Oversee purchase ledger to ensure accuracy – including providing cover for raising purchase orders, posting supplier invoices, dealing with queries, preparing payment lists and sending remittance advices where necessary. • Preparation of month end bank reconciliation, ensuring postings have been recorded accurately. • Responsibility for updating weekly cashflow forecast with actuals, alongside supporting Head of Finance in ensuring regular review and update predicted figures. • Raising invoices on ParentPay and reconciling money received. • Support Head of Finance in preparing the annual expenditure budget by providing analysis of historic and predicted costs. • Provide regular reporting to budget holders, detailing spend to date. • Maintain and monitor budgets for all school trips, including chasing payments, adding costs to cashflow forecast and organising foreign currency as required.

- Production of monthly management accounts to include completion of balance sheet pack ensuring accurate recording and reconciliation of accounts such as prepayments, deferred income and fixed assets.
- Responsibility for administration of the school credit card facility, including monitoring monthly returns submitted.
- Responsibility for operating petty cash facility alongside cash floats and card machines for fund raising events.
- Support Head of Finance in preparation of year end pack for audit.
- Act as key contact for auditors during onsite fieldwork, providing support for areas such as billing and purchase ledger processes.
- Continuously review and develop processes in order to achieve efficiencies and to ensure that these are documented.
- Develop relationships with stakeholders across the school, enhancing operations knowledge to support the improvement of internal finance processes.
- Provide financial reports as required by Head of Finance, Head or Senior Leadership team.

2. Administration

- Support Finance Assistant with management of the Finance mailbox, ensuring all queries are dealt with promptly.

3. Training and development

- Alongside the Head of Finance, help to develop a culture of support in the finance team, both internally and across the school ensuring strong working relationships.
- Support Finance Assistant in developing their understanding of both school policies and procedures as well as accounting standards and regulations.

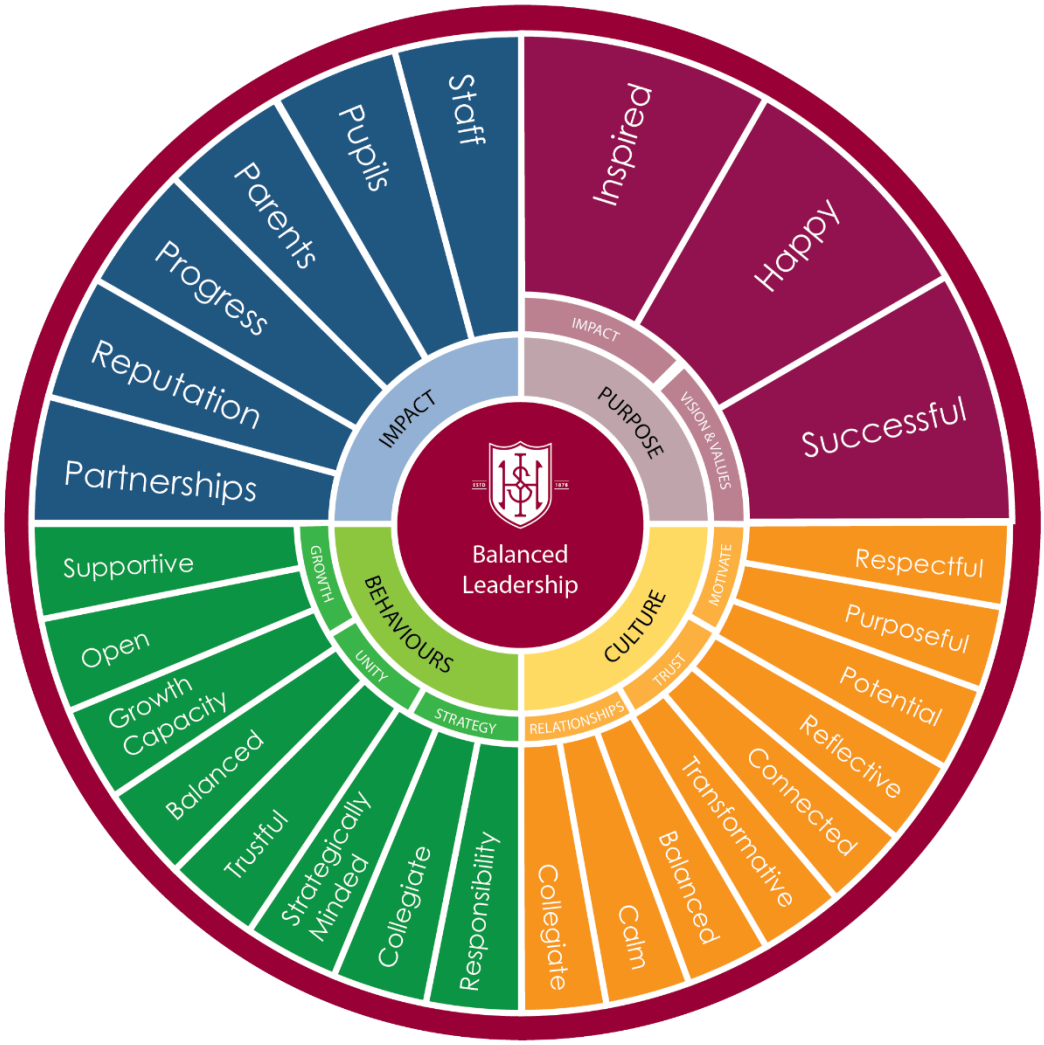
4. Personal Responsibilities

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional learning and development.
- Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.

General requirements	All school staff are expected to: • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Be a role model based on our values. • Engage actively in the performance review process. • Adhere to school policies. • Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head, Senior Leadership Team or Line Manager.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative, but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties.


Balanced Leadership
IMPACT
PURPOSE
BEHAVIOURS
CULTURE
Staff
Pupils
Parents
Progress
Reputation
Partnerships
Inspired
Happy
Successful
Supportive
Open
Growth Capacity
Balanced
Trustful
Strategically Minded
Collegiate
Responsibility
Collegiate
Calm
Balanced
Transformative
Connected
Reflective
Potential
Purposeful
Respectful
GROWTH
UNITY
STRATEGY
RELATIONSHIPS
TRUST
MOTIVATE
VISION & VALUES
IMPACT

PERSON SPECIFICATION

Skills Required

Excellent organisational and time management skills, with the ability to manage multiple activities simultaneously	Essential
Strong customer service and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential
Strong attention to detail and a commitment to maintaining high professional standards	Essential
Ability to understand data and create reports	Essential
Excellent IT skills, including the use of Microsoft Office applications and online booking systems	Essential
Always recognising the importance of sensitive information and the need for confidentiality	Essential

Knowledge Base

Knowledge of PS Financials, or equivalent	Essential
Knowledge of Microsoft Office, particularly Excel	Essential
Knowledge of SIMS information system	Desirable
Strong analytical skills and numerical ability	Essential
Knowledge of legislation, policies, procedures and good practice, relating to safeguarding, child protection, health and safety, confidentiality and GDPR	Desirable

Qualifications/Attainment

AAT Level 3 or above	Essential
Educated to GCSE level (or equivalent), including English and Mathematics	Essential
Education to 'A' Level standard or equivalent	Desirable

Experience

Experience in a previous finance role at a comparable level of responsibility	Essential
Experience of working within an educational or similar regulated environment	Desirable
Experience of delivering a high standard of customer service	Essential

Personal Qualities

Forward thinking, self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations	Essential
Excellent communication skills, both verbal and written	Essential
Ability to act decisively with the ability to recognise when escalation or authorisation is required	Essential

Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills and participate in relevant training opportunities	Essential

Safeguarding

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential
Can demonstrate an ability to contribute towards a safe environment	Essential

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