



WILLIAM ELLIS SCHOOL

JOB DESCRIPTION

Post title:	Finance Manager	Salary:	PO2/PO3 (SP30-36)
Team:	Support Staff	Report to:	Director of Operations

The following job description is for the guidance of candidates as to the requirements of the post.

KEY PURPOSE:

In partnership with the Headteacher, Director of Operations and other members of the Senior Leadership Team to:

- Support the delivery of the School's strategic and operational plans through budget and project planning
- Manage the school's finances within agreed budget lines, reporting regularly to ensure clear control and management.
- preparation of management and financial accounts, maintenance of accounting statutory reporting and payroll for the School

ACCOUNTABILITIES:

- The quality of financial advice and guidance given to the Director of Operations, Headteacher, Senior Leadership Team and the Governing Body
- preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the school, and long term sustainability of the budget including, for example, three year planning forecasting;
- Preparation and presentation of documentation to external audience e.g. auditors and HMRC to a high standard and on time
- Application of good accounting, pension and payroll standards are appropriately applied
- The financial and asset risk register
- Generating income from external sources through fundraising
- To adhere to GDPR and Data Protection legislation in all aspects of the post

MAIN RESPONSIBILITIES:

Financial

1. To advise on all Finance matters for the school, ensuring that up to date guidance and procedures are understood and implemented at all times.
2. To lead finance support staff in the implementation of all financial administration, ensuring that it is carried out in accordance with appropriate LA and school financial regulations and policies.
3. Further to the above, to ensure that CPD includes regular refreshers in finance matters including, payroll, VAT, cashflow management, etc.
4. To maintain a "knowledge bank" within the team – through written procedures and the personal development of staff within the team that are able to provide cover in the job holder's absence.
5. Line management of the Finance and HR staff and catering department, overseeing staff roles and responsibilities.
6. To liaise with the Director of Operations on school budget setting and monitoring. Preparing the annual budget using HCSS software.

7. Maintaining historical accounting records and preparing monthly, quarterly and annual financial and management accounts.
8. Preparing and presenting reports and the annual Schools Financial Value Standard (SFVS) to the Headteacher, Director of Operations and Governors' P&R committee.
9. Liaising with the Director of Operations and Headteacher on all financial matters.
10. Preparing and presenting the annual Schools Financial Value Standard (SFVS) to Governors' P&R committee
11. To assist the Director of Operations in the preparation of a three/ five-year projected budget.
12. Preparing bids for supplementary external funding/sponsorship for the school, and maximise the income generated by the school from lettings.
13. To manage the review and renewal, according to Best Value principles, of all service contracts.
14. To ensure that the Register of Business Interests is complete and up to date.
15. Preparing and monitoring of departmental budgets – liaising with budget holders to ensure best value is achieved in all areas.
16. Managing all bank accounts and submitting BACs payment runs.
17. Management of the school's credit card – ensure security of all transactions and reconcile back to the bank account.
18. Preparing and submitting of quarterly VAT claims.
19. Liaising with auditors.
20. Keeping all accounting records relating to the school's catering operations.
21. Ensuring all invoices are receipted by the appropriate budget holders.
22. Processing of orders and invoices ensuring best value at all times.
23. Managing the ParentPay system to enable parents to make online payments for school meals, trips, music lessons etc. All income to be reconciled to FMS and bank accounts.
24. Managing the Civica/Trustee biometric catering system. Overseeing student and staff accounts, dealing with parent queries and taking thumbprints.
25. Management of LaSWAP Admin budget for all four schools. Processing orders and invoices and recharging the other schools as appropriate.
26. Managing the income and expenditure for Talacre Sports Centre, ensuring all HNB funding is received, and the payment of staff claims and Talacre termly invoices.
27. Payment of the 6th form bursaries and any other student top-up funding.
28. Process the monthly teaching and support staff payroll. Processing all staff additional pay claims. Analysing and querying any variation in salary payments.

29. Managing the school's equipment inventory using the Assetrac system.
30. Dealing with enquiries from suppliers regarding deliveries and payments.
31. Printing reports from SIMs FMS.
32. Managing school lettings income – invoicing clients for bookings and ensuring payment is received before booking commences.
33. Ensure relevant insurance policies are maintained and process claims arising.
34. To ensure the control and coordination of purchasing and servicing arrangements within the school including quotations, tenders, orders, liaison with suppliers and contractors and advise on procedures and tendering decisions.
35. To manage the maintenance of Single Central record
36. Maintain records of supply teacher employment and monitor supply budget, liaising with the Director of Operations and cover manager.
37. To have a flexible approach to work, in times of staff absence provide cover for other support staff colleagues.
38. To work collaboratively with colleagues across other LaSWAP schools when required.
39. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.

OVERRIDING REQUIRMENTS

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation. Job descriptions are reviewed annually as part of the appraisal process.

The post holder is expected to:

- Ensure that the School's Equality Policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the School's quality assurance procedures and systems.
- Undertake responsibility for safeguarding and protecting the welfare of children and vulnerable adults.
- Comply with and promote the School's Health and Safety policy and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the school.

ADDITIONAL NOTES

- *Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.*

- *The School takes seriously its responsibilities to ensure all staff have a good work/life balance and any concerns should be addressed to the Headteacher.*
- *This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.*

BEHAVIOURS

Adaptability

Able to respond flexibly to circumstances and being prepared to adapt your approach in a rapidly changing world.

Communications and working relationships

- The post holder will be required to liaise with various members of staff within the school and the wider community. Key contacts are likely to include Heads of Year, SLT, Camden Officers, parents, students and visitors to the school
- The post holder will be required to work as part of the school's administration team building good working relationships with all team members to deliver effective services.

Confidence and resilience

- Confident in your abilities and resilient even when times are uncertain and difficult.

Customer Service

- Focused relentlessly on the needs of students, their parents/carers and staff and ensuring the services you provide are responsive to their needs.

Driving improvement

- Takes accountability for driving excellence and delivering results, applying a continual focus on improvement within the context of trying to achieve more with less

Innovation (decision making and creativity)

- The post holder will be required to make decisions within their area of responsibility using their initiative to provide creative solutions for problems that may arise

Leading People

- Demonstrates the School's values, provide direction, support and clarity so that staff and students are highly engaged and therefore motivated to deliver and perform to the best of their abilities.

Organisational awareness

- Able to analyse and understand how schools work and the needs of young people in order to decide on the best approach to getting things done.

Resource management

- The post holder will liaise with the Director of Operations to ensure that resources are maximised and value for money is obtained, that budget proposals reflect current and future requirements and take account of curriculum developments and consider the need to subscribe to external services
- The post holder as a member of the school's admin team will be required to ensure that the admin resources are managed within the school's best value statement guidelines.

Working Together

- Able to work with a wide range of other people within and beyond your team to deliver an effective service.

PERSON SPECIFICATION

Category	Essential	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • A Level or equivalent standard of education including GCSEs which must include Maths and English Language or hold equivalent qualifications • Accountancy qualification or CSBM 	Letter of application
Experience	<ul style="list-style-type: none"> • At least three years of experience working within a busy financial environment with line management responsibility • Experience of MS Word and Excel and financial software packages updating and maintaining databases and the use of email. • Knowledge and experience of payroll and HR 	Letter of application / Interview / Interview activities
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Have well-developed ICT skills and a strong awareness of the role of ICT within the designated role. • Have experience of working in a finance context – preferably in a school or other educational environment. • Have relevant experience of book keeping, accountancy software, including invoice and purchase ledger input and to be strongly numerate. • Be an effective communicator, both in writing, numbers and spoken. This includes report writing and communicating complex financial and strategic issues to a range of stakeholders including Governors, managers, staff and parents • Experience of working constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Experience of leading the process of establishing and evaluating strategic/operation, demonstrating an understanding the key issues facing schools. • Have an excellent attendance record. • To be conversant with the school's Equal Opportunities Policy and always work to further the school's aims with regard to equal opportunities and raising achievement. • To be committed to working co-operatively towards the aims of William Ellis School. • Experience of working with confidential matters. • Ability to manage the delegation of work effectively • Ability to influence across all levels of the organisation 	Letter of application Interview / Interview activities
Personal Attributes	<ul style="list-style-type: none"> • Energy, ambition and enthusiasm • Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach • Have high levels of personal integrity, reliability and trustworthiness as befits a role of this importance. • Ability to be highly productive and work under pressure. • Ability to effectively organise and prioritise competing priorities. 	Letter of application Interview