

St Matthew's RC High School
Job Description

Finance Manager – From Grade 6

The post holder will report to the Finance Director. The main contacts of the job are: Headteacher, Operational Business Manager, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents in order to support student well being and to promote the five outcomes of Every Child Matters.

To be responsible for the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial management service, including the monitoring of actuals against budget and reconciliations of income and expenditure.

To ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.

Finance

1. To take responsibility for all financial transactions within the school, including purchase orders, invoicing, BACS payments and petty cash.
2. To be responsible for monthly reconciliations and cashflow monitoring.
3. To prepare the monthly management accounts within the agreed timescale, highlighting and analysing variances and taking necessary action, for review by the Finance Director.
4. To ensure timely production and issue of financial reports, cash flow forecasts and returns as required.
5. To co-ordinate the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
6. To prepare monthly budget reports for all budget holders, highlighting issues to the Finance Director.
7. To take responsibility for the school's accounting procedures, ensuring all are adhered to within the school.
8. Undertake procurement and sales revenue procedures, including the raising of purchase orders, arranging payment of invoices, liaising with suppliers as appropriate and raising sales invoices.
9. To manage the ongoing maintenance of the financial ledger and completion of month and year-end procedures.
10. To establish and maintain a comprehensive fixed asset register.
11. To ensure that all income is recouped in a timely manner.
12. Ensure compliance with financial management standard in schools.

Line Management

1. To line manage the Finance team, ensuring the development of effective finance processes and administration.
2. To carry out weekly line management meetings and bi-annual performance management meetings.
3. To ensure that the Finance team receives effective training and support in all relevant areas.

Other

1. To cover for absent colleagues and undertake other duties commensurate with the grade.
2. To support administration and other operations as and when required.
3. To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld.
4. To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
5. To be active in issues of staff and student welfare and support.
6. To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
7. To undertake training and development relevant to the post and in line with the School's priorities.
8. To undertake any other professional duties as required, commensurate with the grade.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**St Matthews RC High School
Person Specification**

Finance Manager

For this job we are looking for:

Qualifications:

- Qualified AAT, ACCA, CIMA or similar financial qualification or appropriate experience at a senior level within Finance.

Skills, Knowledge & Experience:

- Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure.
- Successful experience of implementing, developing and maintaining an effective financial information management systems in a busy office environment
- Excellent IT skills and the ability to use financial management software packages or similar systems.
- Ability to develop and review financial systems and procedures and implement improvements.
- Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.
- Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.
- Ability to keep accurate financial records and maintain an efficient filing system.
- An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.
- Good organisational skills to meet any financial deadlines as required throughout the school financial year.
- Willingness to attend any training courses as may be required in the future.
- Willingness to abide by the City Council's and Governors' various policies.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.

- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal Commitment to continuous service improvement.
- Personal commitment to the school's professional standards, including dress code, at all times
- Be willing to consent to and apply for an enhanced disclosure to a CRB (Criminal Records Bureau) check.

Your application

You are asked to complete the enclosed CES Support Staff Application Form, which you can also download from the school website: <http://www.smrchs.com/about-us/vacancies/>

You are asked to write a supporting statement outlining how your experience has prepared you for the role. The statement should not be longer than 2 sides of A4.

You should include the names of referees as required on the application form, one of whom must be your current or most recent employer. Please ensure the details and email addresses of your referees are complete and correct.

The completed application, together with the following documents should be submitted by email to Anna Espley: a.espley@smrchs.com

- [Consent to Obtain References](#)
- [CES Recruitment Monitoring Form](#)
- [CES Rehabilitation of Offenders Act 1974 Form](#)

Closing Date: Monday 23 September 2019
Interview date: w/c Monday 30 September 2019