



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

FINANCE MANAGER

ROLE OF THE FINANCE MANAGER

The Finance Manager is fully involved in the smooth running of the school's financial systems. Who will be proactive, show initiative, and be willing to solve problems relating to the school's financial systems. In consultation with the FD will facilitate the creation, running and maintenance of the school's key financial systems. These systems will be compliant with the requirements of and operate within Academy, EFA, Company and Charity Financial Regulations.

REPORTING TO Finance Director

MAIN RESPONSIBILITIES

To support the FD in planning and managing the school's financial resources effectively, in accordance with the policies and procedures and ensure financial probity.

Hours of work: 36 hours per week, 52 weeks per year

- To be expected to proactively lead on Purchase Order and Invoice Processes including supplier and Budget Holder liaison.
- To assist the Finance Director by acting as Requisitions Co-ordinator to all budget holders including managing provision of relevant training communication to all non-finance budget holders.
- To produce all banking administration required in accordance with financial procedures and processes.
- To assist the Finance Director as required on managing financial processes and systems.
- To assist the Finance Director in achieving Best Value for Money through supplier pricing negotiations and relevant reporting.

The Finance Manager will be expected to perform the following duties:

1. Processing Orders & Invoices

- a. To process electronic orders on ACCESS with emailing/faxing approved orders to suppliers
- b. To co-ordinate purchase order, delivery note and invoice processes.
- c. Process invoices on ACCESS
- d. Submit and authorise BACS
- e. Accurate and timely filing
- f. Resolve queries relating to orders and invoices as appropriate
- g. To negotiate with suppliers to achieve best value for money
- h. To manage use of school business charge card, complete reconciliation and countersignature for accuracies
- i. Maintain the register of contracts

2. Reporting, Planning and Monitoring

- a. To provide reports and analysis of information to the Finance Director as required, including management accounts typed reports and spread sheets
- b. To review and submit VAT returns to HMRC on a timely basis
- c. Monitor Department budgets and prepare financial reports for the Heads of Department
- d. Assist the Finance Director in the development of the annual budget, forward forecast and planning analysis
- e. Support budget holders with budget bids and costing activities and in the development of budget profiles
- f. Regularly review budgets to identify any variances, investigate as necessary
- g. Oversee key central budgets, including hospitality and catering ensuring that expenditure is approved according to budget and recharged.
- h. Oversee the month end process and ensure tasks are completed in line with the month end schedule

3. Banking Reconciliations and Accounts

- a. To ensure timely and accurate banking administration in accordance with financial procedures and processes
- b. To collect Count/receipt and secure monies for Academy
- c. To Prepare, reconcile and balance above receipted income for banking purposes
- d. Accurate and timely filing of banking
- e. Liaise directly with Lloyds TSB bank to resolve issues regarding queries on Academies Accounts
- f. Process Direct Debits, BACS payments/CHAPs transfers
- g. Complete Bank Reconciliation and countersignature for accuracies

- h. Support the Finance Director to prepare necessary documentation for internal and external audit process
- i. Maintain appropriate records including filing systems to ensure suitability for auditing purposes
- j. Assist with the reconciliation of balance sheet accounts on a regular basis i.e fixed assets, creditors and debtors
- k. Ensure compliance with the school's financial administration and accounting procedures in accordance with the financial scheme of delegation
- l. Manage payment processes, income receipt, banking and debt recovery processes
- m. Managing the data input to the accounting system
- n. Collate and monitor school resources inventory

4. Finance - General

- a. To manage close down at financial year
- b. To prepare reports for audit purposes and assist the FD with Responsible Officer inspections and Audit appointments
- c. To maintain finance files , archive and organise destruction of files as appropriate
- d. Maintain and Update Equipment /Asset Register
- e. Provide initial and on-going training of financial software systems (ACCESS ,TUCASI)to finance office staff
- f. Liaise with Tuscasi to resolve queries regarding operational issues of SCO

5. School trips

- a. To assist teaching staff with the financial aspects and management of trips
- b. To liaise with teaching staff to provide guidance on costing of trips, including setting realistic and timely payment schedules, prompt collection of outstanding payments from pupils and staff, ensuring trips are costed accurately
- c. To assist with the Co-ordination of trips with tour companies, to assist with the organisation of itinerary and arrange travel
- d. To monitor data input to SCO to ensure accurate transactions (income and payments) are recorded
- e. To provide reports to staff on trip and/or pupil account balances
- f. Manage and monitor account balances, prepare forms for authorisation of balance transfers/write-offs and process requests once authorised
- g. To ensure the preparation of receipted income for banking purposes
- h. To review Income/Expenditure report and rectify/investigate anomalies

6. Administration & Payroll

- a. To process Staff Sickness and Planned Absence and complete the return to Dataplan in accurate and timely manner
- b. To process Overtime claims, Invigilators time sheets, MDS claims and return to Dataplan in an accurate and timely manner
- c. To process childcare voucher and cycle to work scheme in an accurate and timely manner
- d. To work with the Finance Director to check monthly payroll
- e. To reconcile and post monthly payroll to the finance system and liaise with the payroll provider as necessary.
- f. Administration of pupils receiving free school meals and 16-19 bursary applications and assist students when required
- g. Provide support and absence cover for other members of finance dept
- h. To book courses for all staff members and update Bluesky for CPD activity
- i. Liaise and respond to queries from the DfE, EFA, LEA ,parents, governors, staff members of the public, contractors, third parties and other agents on behalf of the school
- j. To manage the finance area of the schools website, including twitter
- k. Deputise in absence of Finance Director
- l. Any other reasonable request e.g. exam invigilation as and when required.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Name.....Signed..... Date.....