


THE DORCAN ACADEMY		JOB DESCRIPTION		
Job Title: Finance Manager	Level: PO3/4 Pts 32-38 depending on experience	Post Full Time. 37 hours per week 52 weeks		
Role reports to (Job Title): Chief Financial and Operating Officer (CFOO)				
Job Purpose: Fulfilling a full range of financial and administrative duties in compliance with School Policies/Procedures, Scheme of Delegation and Financial Regulations including the Academies Handbook				
Key Accountabilities:				
<ul style="list-style-type: none"> • Line management of the Finance Assistant. • Fully operate the school accounting systems, to include budget allocation agreed by the CFOO and Headteacher, budget monitoring, report production, purchase ledger, payroll, VAT, bank, invoiced income and accounting journals. To undertake all month ends and the preliminary and final close down process at financial year end and create a new financial year, ensuring that all system parameters and journals etc. transfer correctly into the new year • Payroll - download salaries via secure link and input on accounting system on a monthly basis and reconcile the year-to-date report. Cover payroll processes in absence of PA to the Headteacher as required. • Income – Accountable for the accurate recording of all Academy income on the school's finance system, by way of inputting journals and all remittances received into the correct cost centres, fund and ledger codes. • Sales Ledger – Raising invoices on the school's finance system and issuing to debtors, ensuring aged debtors and credit control processes are undertaken on a monthly basis. • Charge Card – Place internet orders with school charge card, ensuring commitments are raised on the school's finance system. Receive goods and distribute to staff. Reconcile charge card statements against bank statements on a monthly basis ensuring all related journals are entered on the school's finance system. • Manage the Childcare vouchers scheme and other schemes, to include adding new members, editing existing members, notifying the scheme administrators and notifying Payroll. Input voucher journals and reconcile against the payroll report and bank statement. • VAT – On a monthly basis, check all VAT entries and resolve any discrepancies. Produce VAT report and reconcile then complete monthly return and submit to HMRC. • Petty Cash – Weekly reconciliation of petty cash account, ensuring the Finance Assistant's controls and records are accurate, as required under Financial and Audit Regulations. • Support Finance Assistant with any financial queries that may arise from the production of Cost Centre Reports. • Monitor Pupil Premium income and expenditure, ensuring reports are prepared for Headteacher as required. • Ensure financial records, associated with income, expenses and payroll, are maintained and filed in accordance with Financial Regulations. • Notify the CFOO of any financial discrepancies that may need to be referred to third parties for resolution e.g. DfE/ESFA, SBC, Payroll, and any other Debtor / Creditor. • Complete and submit appropriate Financial Returns as required by DfE/ESFA, HMRC and other stakeholders. • Liaise as required with school and external colleagues, in connection with school-related financial matters. • Close down accounts at month and year end, to include school accounting system maintenance (final journals, clear down of old/cancelled purchase orders at YE etc.), preparation and inputting of 				

accruals journals for all creditors and debtors. To work closely with the CFOO and academy auditors in the preparation of monthly and end of year audited accounts.

- Manage production of school inventory/asset register with support from HoF and the Finance Assistant.
- Reconcile monthly financial statements (including income from parents online) against the bank account, ensuring journals are entered into the correct extra-curricular cost centres, fund and ledger codes. on the school's accounting system.
- Catering - Attend catering contract and Student Council meeting as required. Liaise with catering staff in connection with hospitality requests. Monitor weekly dinner money top-ups.
- Monitor and maintain uniform stock and second-hand school uniform liaising with Admissions team and Heads of Houses etc.
- Cover Finance Assistant duties during periods of sickness and school holidays.
- Accountable for School Fund bank account, ensuring all income and expenditure is correctly recorded. To complete monthly reconciliations and prepare the account for annual audit.
- Any other duties that are required under the direction of the CFOO.
- Act as deputy for the CFOO in their absence.

General:

- Safeguarding: it is the responsibility of every member of staff to undertake safeguarding training and to follow the necessary procedures as outlined in Safeguarding policies and procedures (see section 2 of the Staff Handbook)

Known Future changes to the Job:

Job Scope: No & type of jobs Managed:

- 1 – Finance Assistant
Financial Administration
- 2 – Facilities staff at times
Operational management when deputising for CFOO

Job Scope:

- Budget: Administration of c.£6.m Expenditure
Budget and accounting for/invoicing up to £7/8.m of income
- Assets: Responsible for upkeep of Academy Inventory/FA Register

Knowledge & Experience:

- A recognised Accounting Qualification
- GCSE, or equivalent, in Maths and English
- Extensive experience in a responsible accountancy role
- Extensive literacy skills, including verbal and written communication
- Competent individual and team worker.
- Substantial knowledge and understanding of DfE/ESFA, LA and school financial processes
- Substantial experience of ICT, including use of MS office, Sims, Access databases & any other School Management systems.

Decision Making:

- Regularly decide appropriate action to be taken in connection with financial matters, such as supplier selection, withholding payment, communication with colleagues/stakeholders/suppliers.
- Line Managing – deciding daily priorities and performance targets etc.

Contacts and Relationships:

- School colleagues, at all levels
- School suppliers
- External Finance Agencies
- Dorcan Recreation Complex staff
- Parents

- Students
- Visitors
- Trustees
- HMRC

Creativity & Innovation:

- Continual development of operational processes to improve the running of the Finance Office.
- Creation and implementation of systems that support budget holders with their financial responsibilities.
- Review and development of non-finance Key Accountabilities, to improve processes and retain accurate and up-to-date records.

Emotional Demands

- Communication with Parents & Students
- Key contact for internal and external colleagues/stakeholders
- Key times of intense work to meet deadlines e.g. Year End.

Job Specific Competencies:

- Extensive knowledge of public sector education finance.

Features of the role:

- Primarily within office environment, although occasional working across the school buildings or offsite to fulfil key Accountabilities.

In accordance with the provisions of the Data Protection laws, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work law and the Management of Health & Safety at Work Regulations you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy

Undertaking any other duties that can be accommodated within the grading level of the post

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: