



## JOB DESCRIPTION

<b>Job title:</b>	<b>Finance Manager</b>
<b>Scale:</b>	<b>CAN 28 to 31</b>
<b>Line Manager:</b>	<b>Headteacher and Trust Finance Officer/CEO</b>
<b>Hours per week:</b>	<b>36</b>
<b>Weeks per year:</b>	<b>Term time (190 days) plus 20 days</b>

Hours of work on 190 days (ie 188 term days plus 2 staff preparation days):

- 8 am - 3.30 pm on 3 days each week with 30 minutes for lunch
- 8 am - 4 pm on 2 days each week with 30 minutes for lunch

Hours of work on 20 other days:

These days to be worked during the school holiday period on dates as agreed with the Headteacher or Trust Finance Officer/CEO as follows:

- Easter break: 3 days
- October 2 week break: 2- 5 days
- Summer break: 10 days
- As agreed: 2-5 days

Some of these days may be worked as full, or half-days, from home where work required allows, subject to agreement by the Trust Finance Officer or Headteacher.

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### Purpose of post

- To implement Trust financial procedures within the school, ensuring the prompt and effective placement of orders, payment of invoices, and the overall management of lettings, non public funds, trips and other areas of school finance, using the Access Finance system
- To provide reports, as required, on financial aspects of work, including for the LGB in line with Trust expectations
- To liaise with the HR Manager and with payroll as necessary to ensure accurate information is processed regarding staff payments or deductions.
- To liaise with pension providers regarding financial queries as requested by the Headteacher.

### Specific Duties

#### Line Management and Liaison

- To line manage the school's finance team as requested, including professional development, performance management, setting priorities and providing guidance and support.
- To track spending related to the school's catering and cleaning services, raising any concerns with the Headteacher and attending relevant meetings as required
- To track meter readings for utilities, checking these against utility bills for accuracy
- To liaise with the Trust Central Services team as required, and also form effective working links with the Trust Finance team as needed.

#### Financial Management

- Be responsible for ensuring that the school follows the Trust finance policy and procedures and thus meets the financial standards and standing orders laid down by the DfE and ESFA
- Manage the ordering, processing and payment of all goods and services
- Review the monthly outturns on the school budget provided by the Trust, and provide context for any variations as requested.
- Undertake monthly salary monitoring and flag up any concerns or unexpected variations, keeping a record of notes of variations for reference and future scrutiny

- Monitor the school's capital budget and ensure payments are duly recorded in Access; claim for grants and provide necessary copies of invoices in the event of a grant funded project
- Operate the Trust's financial package in line with procedures set out by the Trust, and implement these eg ordering process within the Access programme; ensuring budget holders duly entered.
- Flag up contracts for external services in due time for renewal so that the school can consider value for money options, liaising within the Trust to look for savings where possible
- As requested by the Trust Finance Officer, ensure the review of standard premises contracts with a view to efficiency savings
- Work with auditors regarding interim and annual audits and assurance audits by providing necessary information (where they are unable to access this directly from the Access system)
- Oversee the ParentPay system, including weekly reconciliation of income and oversight of setting up of trips, payment items etc.
- Ensure high needs funding is claimed from LBS and other local authorities for SEN placements in the school
- Oversee the lettings processes run by the Finance Officer
- Ensure that accurate records and accounts are maintained for non-public funds and for trips run by the school
- Work with the HR Manager to ensure correct information is entered into payroll software to reflect change in contract, extra payments, deductions or other circumstances. This will include a checking verification process for accuracy of the HR Manager's entry (or vice versa).
- Liaise with pension providers regarding pension calculations or information as requested by your line managers
- Monthly reconciliation of credit card, ensuring sign off from CEO.
- Weekly management of BACS payments to suppliers, in liaison with Trust Finance Officer.

#### **General finance support**

- Once trained yourself, provide training on how to use the Access Finance system for your team, and school budget holders
- Oversee the handling of any school claims on the insurance policies, notifying the Trust where there are large claims that need to be brought to their attention

#### **General:**

- Undertaking other administrative tasks as required by the Headteacher or CEO as needed
- To attend, where appropriate, whole school events
- To ensure all students have equal opportunities to learn and develop
- To be aware of and comply with all school policies and procedures
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Headteacher/Line Manager or CEO.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*



## PERSON SPECIFICATION

This is a non-teaching post that gives the successful candidate an excellent opportunity to contribute to the work of the school and be part of a wider team.

The Finance Manager will be expected to work effectively with both teaching and support staff at all levels as well as with students, external agencies, prospective employees, governors and visitors to the school. They will thus need the following qualities:-

- High level of literacy
- Good communication skills, both verbal and written
- Very good organisational and time management skills and the ability to work under pressure
- Ability to form good working relationships with students and colleagues and be part of a team
- Ability to advise and oversee the work of those they line manage
- Adaptability and flexibility in working practices and the ability to know when to use his/her initiative
- Ability to set standards and apply them consistently
- Ability to handle sensitive personnel issues, keeping confidentiality
- A high degree of professionalism in their approach to work and tasks set
- An ability to present a good role model to students and staff

In addition, the Finance Manager requires:

- A good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications including the Access Finance package
- High quality administrative skills with the ability to take concise and accurate notes
- An ability to consistently follow school procedures, including flagging up concerns as required
- High levels of accuracy in their work

It would also be helpful if you have had some experience of working with young people.

Training in school systems and practices will be provided both prior to the post being undertaken and during service.