

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

POST:	Finance Manager
SALARY SCALE:	LBR 8, points 26-28 £38,934-£40,755 FTE, £33,976-£35,565 actual
HOURS OF WORK:	8.30am-4.00pm – 35 hours per week, term time plus 2 weeks
REPORTING TO:	Head of Business Operations
LINE MANAGEMENT:	Finance Assistant
PURPOSE OF THE JOB:	To provide effective, accountable and consistently high-quality financial management. To provide financial support to the Headteacher and Head of Business Operations with the day-to-day running of the academy's finances.

Responsibilities

- Establish, maintain and develop efficient systems for budgeting, financial administration and year-end accounts.
- Keep abreast of financial developments across the academy and Trust.
- To report directly to the Head of Business Operations daily.
- To be responsible for compliance with financial regulations.
- To have knowledge and be able to work across all accounting areas.

Strategic

- Support the strategic decision making of the Governing Body of the academy through accurate and timely financial analysis, forecasting and budgeting.
- To evaluate information and consult with the Headteacher and Head of Business Operations to produce a realistic and balanced annual budget for approval by the Governing Body.
- To assist in the preparation of finance documentation in advance of meetings of the Finance Committee of the Governing Body such that the Committee can fulfil its financial obligations.
- Support the Head of Business Operations in developing the wider financial strategy of the academy.
- Maintain a full grasp of available funding streams to ensure funding opportunities are maximised.

Budgeting

- To work closely with the Head of Business Operations to complete the annual budget planning process including the Three-Year Plan, incorporating strategic information linked to the School Improvement Priorities.

Purchase orders/Invoices

- To oversee the processing of all invoices and journals onto the academy's accounting system, in a timely manner, ensuring credit terms are maximised on to the appropriate ledger and cost centre codes
- Maintain records of accounts, processing of payments to charities.

- To check all prepayment reports before payment is made checking for paperwork invoice numbers and amounts.
- Prepare prepayment reports and process payments on Bankline.

Staff

- To be responsible for processing staff expenditure.
- Check receipts match expenditures being requested, ensuring necessary signatures are obtained authorising payment to staff.
- Lead and monitor staff annual fund contributions.

Accounts

- Monitor of all accounts ensuring accounts balance.
- Produce finance reports for the Headteacher, Head of Business Operations and Governors.
- To lead and be the contact for all banking enquiries e.g. setting up new bank accounts.
- To liaise with outside agencies and deal efficiently with any issues.
- Administer gift aid.
- To maintain records of all transactions within all the academy's accounts.
- Ensure that the academy's finance system is maintained.
- Identify areas of over or under spend and to advise on possible remedial action.
- Responsibility for payment runs.
- Lead and oversee the charge card process ensuring that procedures are adhered to at all times.
- To lead and oversee the academy's annual voluntary funds including overseeing the communication to parents, the academy's website and monitoring contributions.

Budget holders

- To monitor department budgets to ensure they are run in accordance with prescribed regulations.
- Prepare regular reports for Budget Holders and appropriate staff as and when required and give advice.

Reconciliation

- Lead and oversee the monthly reconciliation processes ensuring all reconciliations are carried out in a timely and accurate manner and any differences found are investigated and resolved.
- Post and review accruals, prepayments, accrued and deferred income.
- Oversee receipt of all academy income, both cash, cheques and direct payments, ensuring correct paperwork is received and receipts provided.
- Produce month end reports and Trust reconciliations templates and present this to the Head of Business Operations.
- Monitor and manage the general annual grant settlements.
- Ensure transfer between bank accounts are carried out.

Payroll

- In the absence of the Head of Business Operations reconcile monthly payroll figures and liaise with HR/Payroll provider to resolve material errors/discrepancies prior to approval by Head of Operations.

Academy Trips

- Oversee the receipt and reconciliation of academy trip income and expenditure.
- To ensure all relevant paperwork is completed prior to any trips being undertaken.
- Produce termly statement of account reports including profit and loss to the Head of Business Operations and Educational Visits Co-ordinator and report on any significant trends.
- Obtain any foreign currency from the bank.

Cashless System

- To lead, oversee and manage the cashless system.
- Ensure new year 7 intake have access to the cashless system and catering tills including establishing links with software packages, sending activation letters, arranging payment cards.
- Carry out virements to departments following parent pay transactions.
- To deal with cashless system payment queries by parents
- Liaise effectively with the catering manager and cashless provider.

Banking/Income

- Collection, checking, receipting and banking of income.
- Updating the banking spreadsheet
- To be responsible for the safe keeping of all cash/cheques received to the finance office, ensuring all income (cash and cheques) are locked in the safe.
- Promptly and tactfully deal with returned payments from the bank or late payments.
- Oversee the management of petty cash in accordance with Scheme of Delegation and ensure accurate record keeping of the petty cash system.

Bursary payments

- Processing bursary subsidiary payments including monitoring student spend and reporting.

Lettings

- To manage and oversee the lettings.
- Issue invoices for payment and oversee the matching of receipts with invoices.
- To administer the lettings account, ensuring money owed is received and processed on the financial system.
- Delegate duties and instructions to the lettings officer and approve the lettings officer overtime.
- Liaison with letting providers.
- Ensuring providers adhere to the contract, including ensuring the academy meets its obligation i.e. health and safety requirements.

Resources

- To set up and oversee a comprehensive fixed asset register.

Contracts

- Ensure compliance with service level agreements and contracts by making sure payments are made on time and contracts do not lapse.
- Ensure MOT and servicing has been carried out on the minibuses.

Policies

- To review and develop the academy's Finance Policy and procedures ensuring all relevant staff are appraised of any changes.
- To promote best practice by staff in all aspects of financial control within the academy.
- To ensure compliance with the Finance Policy and procedures

Line management

- Line manage the Finance Assistant and supervise the Lettings Officer.

Audit

- To lead the interim and year-end audit and preparation of annual accounts in line with the statutory financial reporting requirements.
- To prepare financial records for year end, liaising with auditors as required, and ensure financial records are accurate.

Other Duties

- To lead on the archive all paperwork according to the academy's retention document.
- To compile returns to the Inland Revenue as requested by LBR and Director of Finance.
- To carry out any other duties as may be required by the Headteacher or Head of Business Operations.
- To maintain confidentiality of all financial and other sensitive information.
- To take a proactive stance to ensure there is a robust protection of the academy against fraud.
- Ad-hoc analysis and reporting as required by the Head of Business Operations.
- First aid responsibility in an emergency.

The above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the academy.

This job description will be reviewed regularly and may be subject to modification and amendment.

PERSON SPECIFICATION – FINANCE MANAGER

	Essential	Desirable
Qualifications	Level 3 AAT qualification	CCAB Qualified / Part qualified
Experience	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • Experience of working with financial software and database packages. • Previous finance/accounting and administration experience. 	
Knowledge and Abilities	<ul style="list-style-type: none"> • Understanding main revenue grant requirements. • Ability to lead and manage a small team. • Ability to develop positive relationships with staff, parents, students and outside agencies. • Confident handling of enquiries by telephone, email and in person. • Excellent time management and ability to meet deadlines • Ability to organise and develop effective systems • Ability to maintain confidentiality at all times, and to work with discretion whilst dealing with sensitive and confidential information. • An ability to communicate and build relationships with a range of stakeholders 	
Skills	<ul style="list-style-type: none"> • High level of IT proficiency including MS Office Excel. • Exceptional interpersonal, communication and organisational skills. • Thorough attention to detail. 	
Health and Safety	<ul style="list-style-type: none"> • First aid trained or willing to be trained 	First Aid at Work certificate
Personal Attributes	<ul style="list-style-type: none"> • Be understanding and supportive of the moral and spiritual ethos of a Catholic academy • Be a team player • Be self-motivated 	