**Home School: Beechen Cliff School** 

# **Job Description –** Finance Manager

**Grade:** NJC Grade 9 Pay Scale Points 32 -35 **Responsible to:** Head Teacher/Trust Director of Finance

**1. Purpose of Job**

To manage the School’s Finances, ensuring that proper accounts are kept and that the School’s computerised financial management system is up to date, accurate and complies with the Academies Financial Handbook other relevant legislation and regulations and the Trust’s policies.

To produce accurate and timely financial management report and manage forecasting and budgetary control of income and expenditure.

**Key Liaisons :** Trust Director of Finance, Headteacher, School Administration Manager, members of the Local Governing Body, Internal and External Auditors, external Payroll Provider and all budget holders.

**Responsible for :** Local Finance team members

**2. Main Duties and Responsibilities**

**Financial Management**

* Efficiently manage the School’s Finances in accordance with the Academies Financial Handbook, Charities SORP, Financial Regulations, Standing Orders and the Policies approved by the Trustees of the MNSP Trust.
* Provide regular and accurate financial plans and information to the Governing Body, Senior Leadership Team, Department of Education/ESFA and other statutory agency or organisation representatives in respect of all financial matters relating to School business
* Prepare year end schedules as directed by the Trust Accountant
* Point of contact between Beechen Cliff School and the MNSP Trust internal and external auditors
* Review all MNSP financial terms of reference and procedures to ensure compliance with internal and external audit requirements
* Prepare accurate and timely monthly management accounts
* Complete reconciliations and monitor aged reports on a monthly basis.
* Meet with LGB members (termly) and present the management accounts and other papers as required
* Monitor bank statements online and process items for Beechen Cliff eg. Direct Debit, Sales receipts and nominal receipts.
* Manage and reconcile credit cards and fairfx cards in line with Trust policy
* Review and authorise BACS payments as prepared by MNSP Central Finance team.
* Preparation of all financial returns required by MNSP and the Department for Education, Companies House and other official bodies.
* Manage income streams, including GAG, grants and lettings income, to ensure that the School maximises its income
* Provide support to Faculties with the financial aspects of their income generation initiatives and grant applications
* To regularly monitor school budgets and identify where an overspend has occurred/is likely to occur and work with the budget holder to address this
* Undertake a variance analysis of expenditure to ensure financial control
* Review purchases to ensure all capital items are identified and appropriately classified
* Using HCSS software or equivalent forecast staff costs
* To analyse and review expenditure trends, costs and statistical information relating to services, resources, regulations and monitoring
* Support budget holders in the management of their budgets and provide training in the use of the finance system as required
* Manage the School’s Financial Management System income and expenditure coding and delegations
* Ensure the security and confidentiality of School finances, data and other sensitive issues is maintained at all times
* Line manage the Finance team, delegating and monitoring work as appropriate
* Support the professional development of the Finance team
* Supervise the keeping of efficient records of all monies received for trips and clubs, and prepare closing statements for organisers.
* Supervise all arrangements for banking and advise as appropriate

**Payroll**

* Responsible for the accuracy of the School payroll service and for the payment of all salaries and wages including instructions and liaising with the external payroll provider
* Liaise with the School Administration Manager in the preparation of the monthly payroll for submission to the external payroll provider for payment
* Reconcile payments made by payroll provider to ensure accuracy

**3. Qualifications and Experience**

**Essential**

* Minimum Fully Qualified AAT or equivalent
* Experience of financial and accounting procedures
* Experience producing management accounts
* Excellent Excel and IT skills
* Knowledge of payroll
* Excellent organisation skills
* Excellent attention to detail
* Ability to prioritise workload
* Ability to communicate clearly and work as part of a team
* Enthusiastic and keen to do an excellent job
* Self-Motivated

**Desirable**

* Recognised accountancy qualification (CIMA, ACCA, ACA)
* Educated to degree level
* Evidence of further professional study
* Experience using PS Financials, SIMS and HCSS
* Financial experience in an academy or educational setting
* Line Management experience
* Payroll experience

**4. General**

This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out. The post holder is required to carry out such duties as are required and as are commensurate with the grade of the post and as requested by the Trust Business Director and the Headteacher.

The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.

The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.

The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place.

**Note:**

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

**Post Holder Line Manager**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_