

Finance Manager

Job Description & Person Specification

Contract Type:	Permanent
Hours:	37 hours / 52 Weeks
Salary:	£51,251 – £55,243
DBS Disclosure Level:	Enhanced
Reports To:	Chief Operating Officer
Role Purpose:	To develop and manage a comprehensive financial service to the Chief Operating Officer, Headteacher and Executive leadership Team of The Dorset Centre of Excellence. This should be achieved within the framework of financial policies and procedures. To manage those staff with finance related responsibilities and conduct performance management reviews and target setting.
Key Responsibilities:	<ul style="list-style-type: none"> • To be responsible for all financial procedures and financial activity within the company including planning and managing the annual budget, preparation of accurate monthly monitoring, and to ensure best value in all the Company financial dealings. • To ensure adherence to financial regulations and compliance and to provide advice on these to other staff as required. • To ensure that monthly management accounts are produced and monitor performance against budget on at least a monthly basis, investigating variances and reporting them to the appropriate board and taking or recommending action as appropriate • To be responsible for producing annual and statutory financial returns. • To prepare VAT reports and submit • To ensure that purchases (including contracts) are made in accordance with the requirements and procedures • To approve all cheque and BACS payments, ensuring that items fall within budget and are properly coded and authorised. • To work with the Chief Operating Officer and Headteacher to prepare the 5 year budget plan and undertake financial planning and forecasting. • To plan and manage the annual budget to meet strategic priorities. • To ensure an effective link between the financial plan and the Company's Development Plan. • To prepare accurate monthly monitoring reports to ensure efficient and effective control of income and expenditure. To present these reports as appropriate. • To undertake financial analysis on current and future variations in income, expenditure, and trends to inform decision making. • To be responsible for producing annual and statutory returns. • To manage procurement within the Dorset Centre of Excellence (including orders for budget holders, contract management and

compliance to contractual conditions) and to investigate alternative revenue streams to increase income and make applications as appropriate.

- To negotiate, manage and monitor licences, insurances, and contracts on behalf of the Dorset centre of Excellence.
- To ensure that all financial transactions are carried out in accordance with the relevant policies and terms and conditions.
- To directly oversee and be responsible for the Finance & Admin Officer in all their financial work – to include providing advice, mentoring, and training as well as quality assurance of their work.
- To keep all relevant financial policies up to date.
- To assist with general office duties as appropriate.

Detailed Responsibilities

- Prepare, implement and reconcile all financial transactions relating to income and expenditure, to ensure compliance with legal requirements and financial regulations.
- Manage and take responsibility for all accounting procedures in relation to the budget in accordance with procedures and policies and ensure that all audit requirements are met.
- Analyse expenditure, advise and report regularly to the Chief Operating Officer attending meetings as required.
- Develop and maintain systems and procedures to ensure information and transactions comply with audit requirements.
- Take an active role in seeking additional funding streams.
- Prepare and provide reports to assign budgets to departments for the forthcoming year, process, monitor and evaluate allocated budgets to avoid excess spending.
- Prepare and issue statutory monitoring and forecasts reporting within deadlines.
- Complete year/end returns ensuring all relevant documentation is completed within the set timescales.
- Manage and monitor the relevant systems using cash flow planning by scheduling payments to ensure to avoid bank charges and maximises opportunities to earn interest.
- Manage other funding streams, e.g. Pupil Premium funding, Music Grants etc.
- Monitor all budgets monthly, producing monthly management accounts to ensure that the board and budget holders have accurate and timely information on academy finances.
- To work in partnership in the preparation of the annual draft budget and any changes agreed to budget, analysing, interpreting, and profiling information to ensure adequate provision is made to cover increasing costs.
- Evaluate and update the 5 year Budget Plan to make recommendations relating to strategic decisions

	<ul style="list-style-type: none">• Arrange agreed payments, evaluate, audit and monitor expenditure complying within guidelines to ensure best value for money.• Advise the Chief Operating Officer with the financial implications of any recruitment plans.• Reconcile payroll with supply, overtime, and travel expenses. Monitor payroll data as necessary to ensure accuracy of data.• Maintain staff salaries, contract information and monthly pay adjustments• Maintain the Asset Register deleting or adding assets as and when necessary.
--	--

This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – Finance Manager

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. CCAB qualified or possess relevant professional qualification	E
	2. Experience within an educational environment	D
	3. Experience of working in an operationally demanding role	E
	4. Experience of working independently with little supervision.	E
	5. IT literate, experience of working with accounting packages	E
Skills & Knowledge	6. Good organisational, management and leadership skills	E
	7. Able to maintain the strictest confidentiality and integrity at all times.	E
	8. Highly organised and efficient and able to work to tight deadlines, often under pressure.	E
	9. Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders.	E
	10. Able work under your own initiative	E
	11. Ability to work as part of a diverse team.1	E
	12. Able to promote the safeguarding and welfare of children and young people across the school. Able to maintain the strictest confidentiality and integrity always.	E
	13. Be patient and calm working well under pressure	E
Personal Attributes	14. Ability to inspire confidence and trust in others	E
	15. Ability to influence others' practice positively	E
	16. Promoting the ethos and values of the school to all stakeholders	E
	17. Ability to work under pressure, prioritise effectively and meet deadlines consistently	E
	18. Commitment to maintaining confidentiality	E
	19. Commitment to safeguarding and equality	E
	20. Pro-active, enthusiastic, resilient, and positive with an open mind to change	E
21. Flexible approach	E	