



JOB DESCRIPTION

<u>Post</u> School Finance and HR Manager (Primary)	<u>Date</u> July 2019
<u>Grade</u> 6	<u>Responsible to</u> Headteacher/Finance Director

JOB PURPOSE

- To manage effective financial and HR services to the school
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the personnel functions in the school
- To manage the purchase of supplies, equipment and services

Organisational Relationships

- Directly responsible to the Headteacher

SPECIFIC DUTIES

Financial Administration and Management

- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, and providing financial information and advice to the Headteacher and Local Governing Body (LGB).
- To monitor salaries and expenditure and advise the Headteacher and LGB accordingly.
- To manage the maintenance of accounting records relating to the academy budget on PS Financials together with the appropriate financial controls.
- To manage the ordering, processing and payment of all goods and services
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and LGB.
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff
- To provide financial returns and Management Accounts required by the Trust to agreed deadlines.

- To respond to internal and external Audit as required.
- To be responsible for the management of income generation.

Personnel Administration

- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to Payroll as necessary
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required
- To carry out the administrative processes relating to recruitment and other staff changes, including the seeking of references and DBS checks as required
- To ensure that all staff are paid on the correct scale and spine point.
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with HR and Payroll as necessary.

Other

- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders

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 DBS check is required for this post prior to commencement.

Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____

Finance & HR Manager Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications	Recognised Finance qualification and /or experience	School finance experience	Certificates at selection event
Training	Evidence of Continuing Professional Development.		Application form. Selection event
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing HR.	Working within an educational environment. .	Application form. Selection event
Knowledge and Skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to strategically influence decision making within the school. Able to use a range of ICT packages.	Understanding of promoting positive relationships with the wider school community.	Application form Selection event
Personal Qualities	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own performance. Ability to work under pressure and meet deadlines.		Application form. Selection event