



**GUISELEY  
SCHOOL**

# Finance Manager

<b>Grade:</b>	<b>PO4</b>
<b>Accountable to:</b>	<b>Head Teacher</b>
<b>Accountable for:</b>	<b>Finance Officer and Finance Assistant</b>
<b>Any Special Conditions of Service:</b>	Requirement to occasionally work outside of school hours and off school premises as required by the school.

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## ***Purpose of the Role:***

- To lead, manage and develop a high quality, responsive, efficient, effective and compliant School finance function
- Operate as financial controller ensuring that the School operates with strong systems of financial control which protect and develops its assets and financial position
- Work in liaison with the Headteacher on finance strategy and implementation

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## **Main Duties and Responsibilities:**

### **Financial Planning**

1. Work with the Head Teacher to develop a strategic roadmap for financial sustainability
2. Develop and maintain the three-year financial plan
3. Preparation of both annual budget and termly budget reports
4. Advise the Headteacher on projects and developments by costing and appraising options when necessary

### **Monitoring Resources and Financial Reporting**

1. Work with the Head Teacher to agree, implement and maintain a framework of budgetary control
2. Prepare timely, accurate and appropriate budgetary control and other management accounting reports for the Headteacher/Governors.
3. Responsible for production of the statutory accounts for the School, including notes to accounts and draft report to the governing Body.
4. Control of the chart of accounts and running of the financial software
5. Liaison with various external bodies, including Leeds City Council's departments (Finance, Payroll, etc), school's bankers, the external auditor and other service providers.
6. Working with LCC to ensure full closure of accounts to trial balance
7. When requested by the Headteacher, use financial management information, including benchmarking tools to forecast and identify opportunities for greater efficiency.
8. To liaise with HR, to be responsible for accuracy of employee costings.

9. To prepare all financial returns for the Dfe and LA within statutory deadlines.

### **Operational Financial Systems**

1. Manage the work of the Finance Officer(s) in'
  - day to day financial transactions of the School including order processing, the timely payment of creditors, issuing of debtor's accounts and the processing of invoices
  - day to day financial transactions on the unofficial school funds system ParentPay
  - The ordering and processing and payment for all goods and services provided to the school.
  - Preparation of invoices and collection of fees and other dues
2. Oversee online banking arrangements for the School Fund and School Trust
3. The operation of all bank accounts, ensuring that full reconciliation is undertaken at least once a month.
4. Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

### **Procurement, Contract Management and Income Generation**

1. In liaison with the Director of Operations and Director of IT to support on the negotiation, management and monitoring of contracts, tenders and agreements for the provision of school business.
2. Achieve best value and ensure compliance with School Financial Regulations when supporting colleagues with tendering and public procurement rules.
3. Support colleagues in applications for grant and sponsorship funding.
4. Work alongside the Lettings Officer to develop the financial reporting of lettings income.
5. To review and advise on school financial policies.

### **Asset Management**

1. Work alongside Director of IT to maintain a capital asset register and inventory of equipment.
2. Operate a system for fixed asset accounting, managing assets and arranging insurance where necessary
3. Manage records of asset disposals

### **Other duties and responsibilities:**

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
3. To contribute to the overall ethos/work/aims of the school
4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership
6. To support the School's Equality and Diversity Policy
7. To appreciate and support the work of other professionals
8. To undertake any other duties commensurate with the grade of the post

**Signed post holder** \_\_\_\_\_

**Date** \_\_\_\_\_

## PERSON SPECIFICATION

**POST TITLE: Finance Manager**

**GRADE: P04**

Essential Criteria	How Identified	Desirable Criteria	How identified
<p><b>SKILLS</b></p> <p>A very good knowledge of organisational financial procedures.</p> <p>Well developed analytical, planning and organisational skills.</p> <p>Ability to communicate and explain financial matters to a variety of stakeholders and audiences</p> <p>Develop and maintain effective record keeping and MIS systems</p>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>	<p>A very good knowledge of school financial procedures.</p> <p>Ability to assist in the development of policies and implement new procedures in line with the needs of the School</p> <p>Able to lead, develop and motivate a team of staff, delegating duties as required.</p>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>A very good knowledge of financial procedures.</p> <p>Well developed analytical, planning and organisational skills.</p> <p>Ability to assist in the development of policies and implement new procedures in line with the needs of the School</p> <p>Able to lead, develop and motivate a team of staff, delegating duties as required.</p> <p>Develop and maintain effective record keeping and MIS systems</p>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>	<p>Evidence of managing change and implementing new systems/procedures.</p> <p>Evidence of submitting reports and returns to external organisations.</p> <p>A very good knowledge of financial procedures within educational settings.</p>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>

<p>Understand the financial cycle, cash flow and financial summaries.</p> <p>Communicate effectively with a wide range of audiences.</p>			
<p><b>QUALIFICATIONS/TRAINING</b></p> <p>Recognised qualification / training / experience in finance management, bookkeeping, accountancy or school business.</p>	<p>Application Form</p> <p>Certificates</p>	<p>Degree or equivalent qualification</p> <p>Recognised accountancy qualification e.g. ACA/CIMA/CIPFA or book-keeping qualifications eg AAT</p> <p>Additional Business Management specific qualifications</p>	<p>Application form</p> <p>Certificates</p>
<p><b>OTHER CONDITIONS</b></p> <p>The ability to work with initiative and to tight deadlines</p> <p>Show resilience under pressure</p> <p>Have good organisational skills</p> <p>Able to work appropriately with confidential information</p> <p>Committed to safeguarding and promoting the welfare of children and young people</p> <ul style="list-style-type: none"> <li>• A commitment to working as part of the whole school team and supporting the vision and ethos of the school.</li> <li>• to be willing to undertake further professional development</li> </ul>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>	<p>A genuine ambition, for and interest in, improving the life choices for our young people and the wider community</p>	<p>Interview</p> <p>Application Form</p> <p>Selection Process</p>