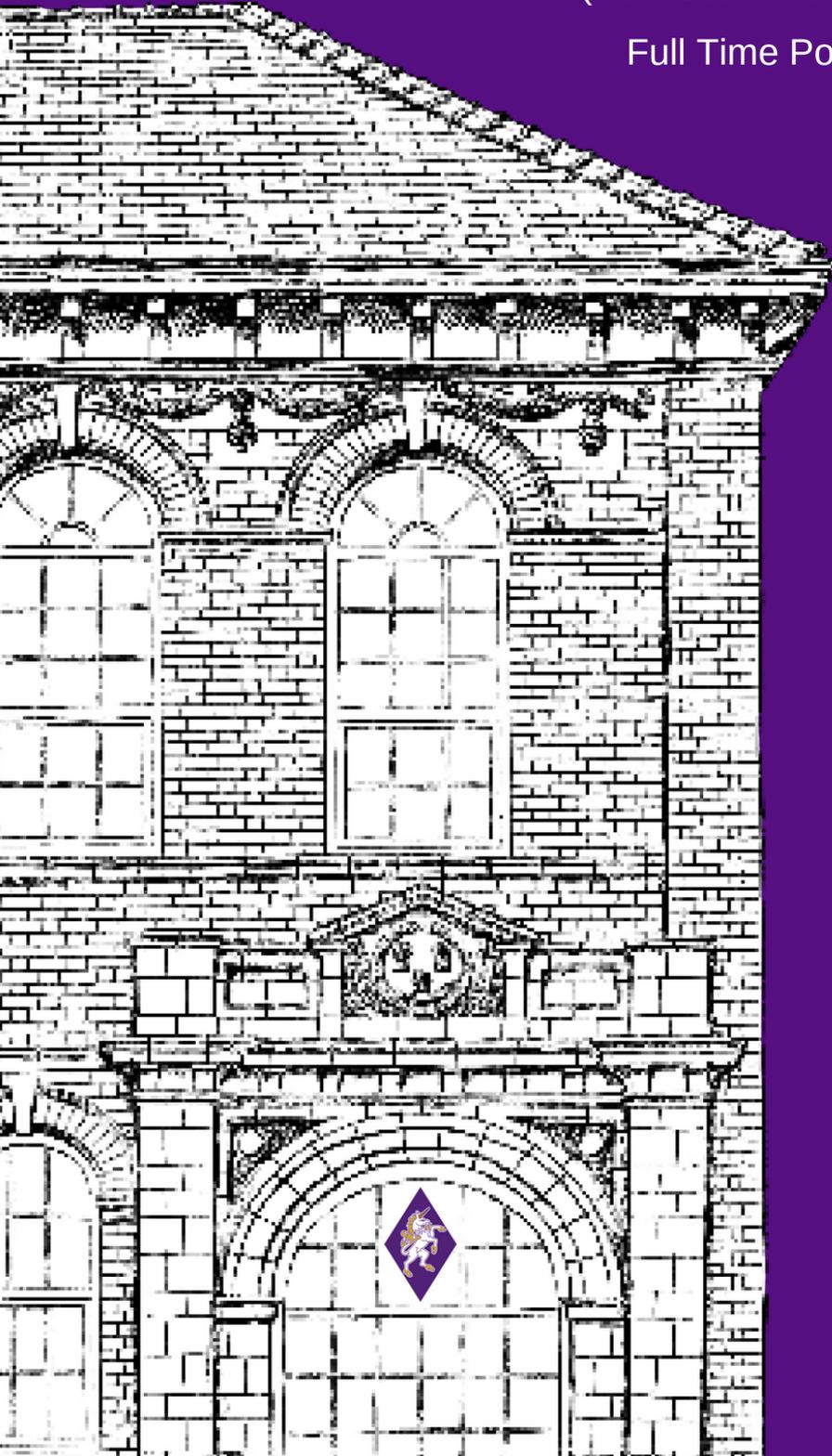


Candidate Pack

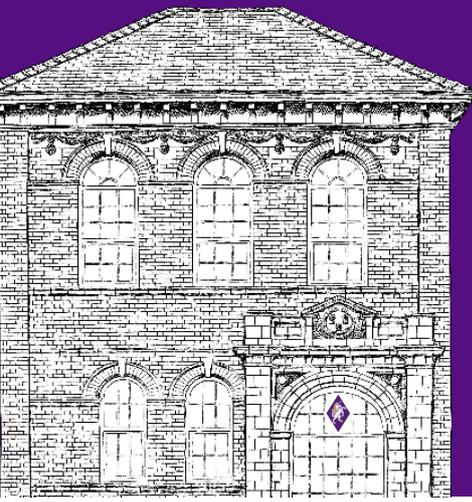
Finance Manager

Band 7 (NJC Scale Points 26 to 29)

Full Time Post



Aspire Act Achieve



Welcome

Dear Candidate

I am delighted that you are interested in applying for the role of Finance Manager at our school. This is key role in ensuring that the vision of the school can be realised.

Here at Sale Grammar School, we pride ourselves on providing an excellent educational experience for all our young people so that they can leave our school equipped to lead both happy and successful lives. We have the highest aspirations for everyone and work together to achieve these, acting in a way that demonstrates our values and virtues at all times.

Sale Grammar School is a happy and vibrant place to be. Our visitors always remark upon the warm and welcoming culture within the school and the excellent relationships that are evident between staff and students. Our teachers are passionate about their subjects and have a strong desire to instil in our students a lifelong love of learning, and as a result, they become creative and confident individuals, well prepared for the future.

Our outstanding pastoral offer has the right balance of both care and support, thus creating an environment in which students feel safe and secure, and as a result, they are able to thrive. An emphasis on a strong personal and social development offer enables our students to gain a better understanding of themselves and others and to understand the importance of making a positive contribution to both their local community and society as a whole.

Everyone is part of a team at Sale Grammar School and we place great emphasis on working and living together as a genuine community where each individual is equally valued and respected. We treat everyone with kindness, actively building effective relationships underpinned by mutual trust and respect, whilst seeking out opportunities to celebrate the success of both ourselves and others.

As a member of staff here at Sale Grammar School, you will join a team of committed individuals who are supportive of each other. We have an excellent Career and Professional Development Offer which includes a comprehensive, in-house training programme for both Teaching and Support Staff.

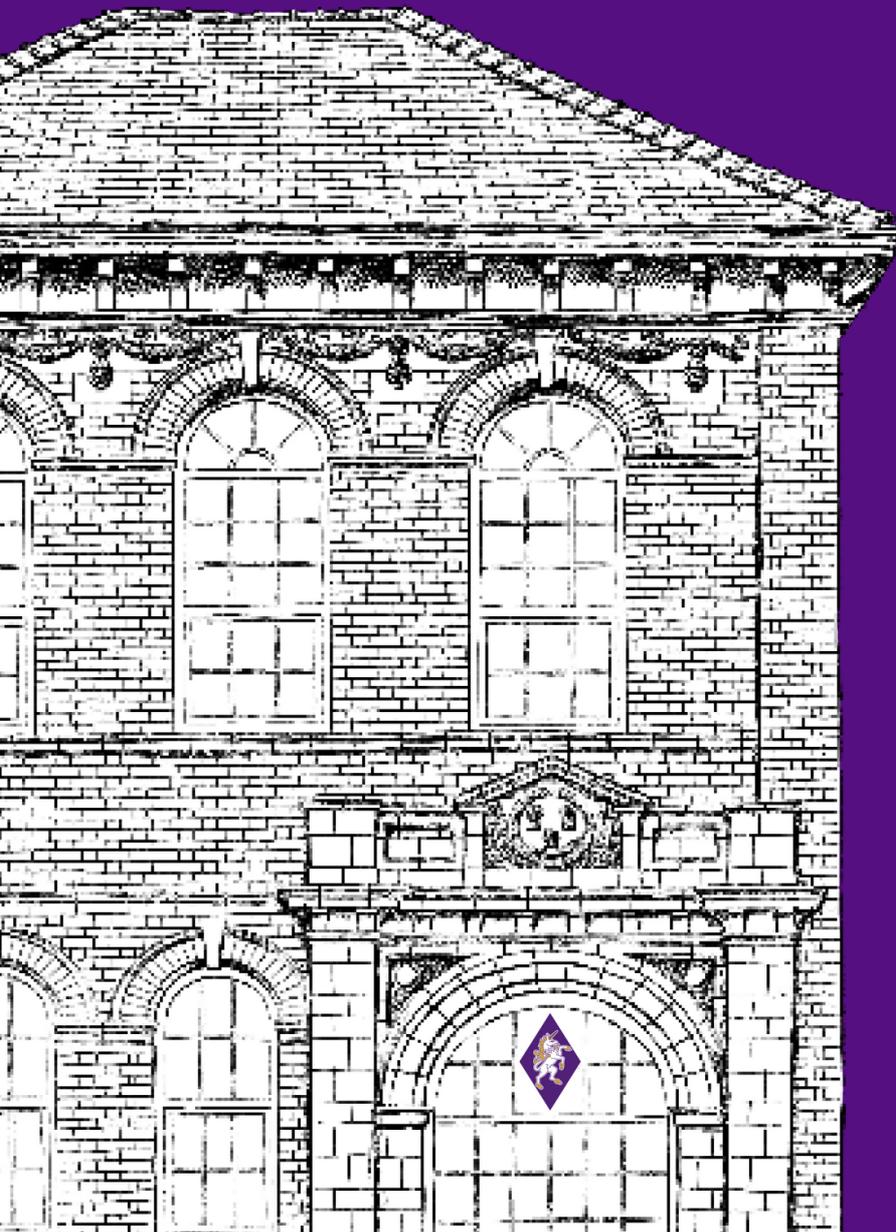
I do hope that once you have read the information here that you are interested in joining our school. If you would like to visit the school, then please do contact Mrs Humanski on office@salegrammar.co.uk and she will be able to arrange a visit for you.

With my very best wishes

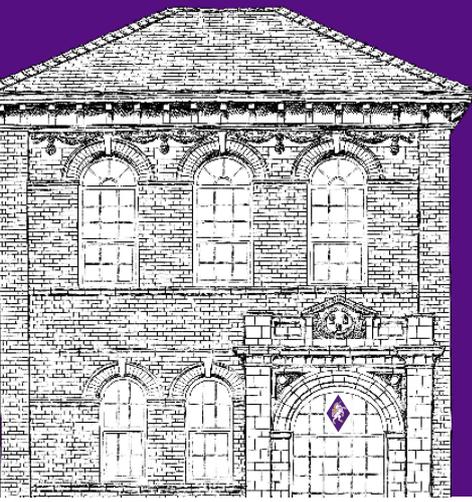
Rebecca Smith
Headteacher

"Pupils and students respond exceptionally well to leaders' and staff's extremely high expectations for their academic achievement, behaviour and personal development."

Ofsted 2022



Aspire Act Achieve



Our School

Sale Grammar School is an oversubscribed, selective 11-18 State Grammar School situated in Sale which is in the Trafford Borough. We are a Single Academy Trust and more information about our School can be found on our website at www.salegrammar.co.uk as well as on our twitter feed @SaleGrammar

"Leaders have won the trust of staff, parents, carers and pupils."

The Finance Manager will join our exceptional Support Staff Team and will be directly line managed by the School's Business Manager. They will be responsible for the administration of the school finances, ensuring compliance with all financial legislation, funding agreements and governance procedures. This is a key role within the school as it supports the realisation of the school's vision by ensuring that there is efficient and effective resource management.

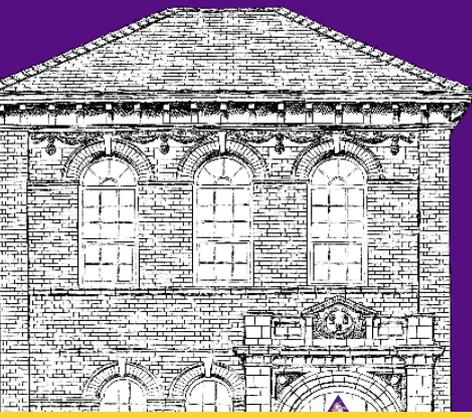
"Pupils' learning experiences are enhanced especially well by a comprehensive extra-curricular programme."

The school offers an excellent education to all its students through the curriculum that it offers, alongside the wider opportunities for its students and its strong pastoral care. Across the school there are over seventy different extra-curricular clubs and activities that our students can take part in, and the uptake across our entire student body is very high. These activities are offered by both Teaching and Support Staff, providing the opportunity for our Support Staff to get involved in the wider aspects of the School.

"Staff appreciate the consideration that leaders give to their workload and well-being. They spoke highly of the training that they receive to enhance their delivery of the curriculum further. "

There is a strong culture of wellbeing which permeates throughout the school. Through active stakeholder voice, we have worked together to initiate a range of workload reduction strategies for all staff. We have a clear mental health and wellbeing policy which outlines support for both students and staff. The offer includes access to an Employee Assistance Programme as well as clear HR Policies such as our Flexible Working Policy. Other benefits also include free tea and coffee, access to a Childcare Voucher Scheme and a Cycle to Work Scheme. In addition, there is an extensive CPD programme to support staff at all stages in their career.

Aspire Act Achieve



The Job Description

Finance Manager

The Finance Manager is directly responsible to the Business Manager, responsible for the administration of the school finances, ensuring compliance with all financial legislation, funding agreements and governance procedures.

Key Areas of Responsibility

Strategic

To support the delivery of the School Development Plan by providing support to the Business Manager to annually review and update the school's financial procedures and other relevant school policies.

To provide support to the Business Manager to ensure that the financial procedures in the Staff Operational Handbook are kept up to date.

To prepare financial reports for the Business Manager, Headteacher or Governing Body as and when requested.

Financial Management and Administration

To provide support to the Business Manager on all school financial matters.

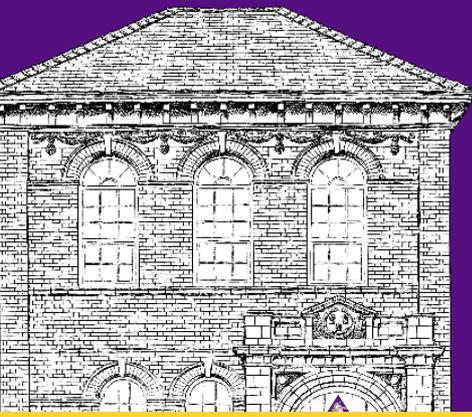
To be responsible for the administration of all day-to-day school finances, including:

Information Systems

- Ensuring that staff salary details within the school's information management system are accurate and up to date.
- Maintaining the school's financial management system to ensure that financial coding structures, supplier details, bank details and other key information is accurate and up to date.
- Inputting all financial transactions into the school's financial management system in accordance with the financial coding structure.

Banking

- Making regular bank payments by BACS, Faster Payments, and Direct Debits and occasional payments by cheque.
- Counting recording and banking occasional cash income.
- Reconciling bank transactions to the school's financial management system.
- Monitoring bank current account and deposit account balances and advising the Business Manager of any cash flow requirements or unusual transactions.



The Job Description

Finance Manager

Key Areas of Responsibility (continued)

Income

- Recording and reconciling income from all sources including grant funding, parent/carers, and lettings.
- Creating payment items on the school's online income collection service, arranging refunds where appropriate, and providing occasional support to parents/carers.
- Raising sales invoices, reconciling income received to remittance advices, and chasing outstanding **debts**.

Expenditure

- Ensuring that purchase requisitions have been correctly authorised before raising purchase orders with suppliers.
- Matching supplier invoices to purchase orders, confirming delivery of goods and services, obtaining payment approvals and making payment of supplier invoices in line with credit terms.
- Reconciling payment of credit card balances to credit card statements and receipts received from credit card holders.

Payroll

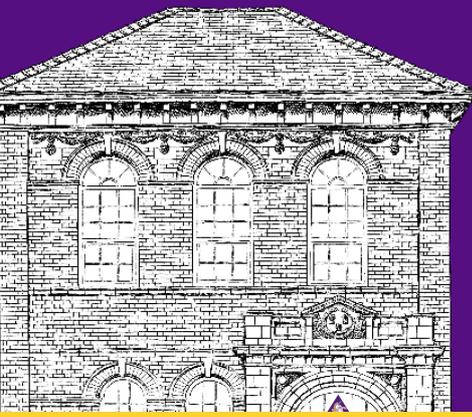
- Reconciling payment reports received from the school's payroll provider to reports produced from the school's information management system and advising the Business Manager of any discrepancies.
- Ensuring that additional pay or expense claims from staff have been correctly authorised before submitting claims to the school's payroll provider.
- Reviewing online HM Revenue & Customs accounts for PAYE / NIC / Apprenticeship Levy balances to ensure that there are no debts outstanding, and liaising with the school's payroll provider to resolve any discrepancies.

VAT

- Preparing monthly VAT returns and submitting these to HMRC.
- Reviewing online HM Revenue & Customs accounts for VAT balances to ensure that there are no debts outstanding, and liaising with HMRC to resolve any discrepancies.

Month End and Year End

- Closing financial periods in the school's financial management system.
- Supporting the Business Manager to produce the month-end management accounts through the production of income and expenditure reports and other ad-hoc reports.
- Providing information and reports requested by external auditors and scrutineers.



The Job Description

Finance Manager

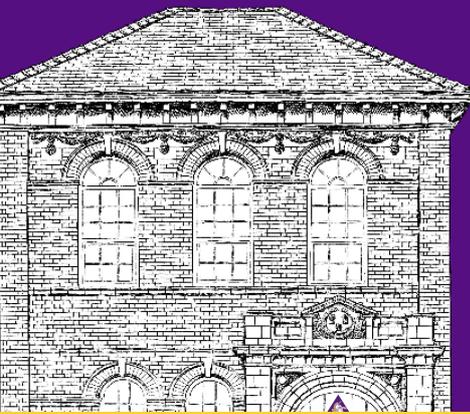
Key Areas of Responsibility (continued)

Other Responsibilities

- *Keeping complete and accurate records of all financial transactions.*
- *Identifying any potential breaches of financial procedures or potentially fraudulent activity and reporting these promptly to the Business Manager, Headteacher or Governing Body as appropriate.*

General Duties and Responsibilities

- Work as part of a team, attending meetings as required, and making suggestions as to the development of policies and processes
- Be able to communicate effectively both verbally and in writing with stakeholders, ensuring that the school's values and virtues are at the heart of all you seek to achieve
- Adhere to strict confidential practices in relation to all personal information, following GDPR policies and procedures at all times
- Participate in staff development and training and lead this if required
- Observe the school's vision and values, ensuring that these are at the heart of all decision which are made
- Support the duty rota as required
- Undertake similar tasks, including exam invigilation and deputising for other support staff, and any reasonable requirement as may be determined by the Headteacher
- Understand the importance of inclusion, equality and diversity both when working with pupils and with colleagues, and to promote equal opportunities for all
- Be compliant with safety rules and procedure as laid down in your area of activity.
- Co-operate with the Business and Estates Manager in the fulfilment of the objectives of the school Health & Safety policies.

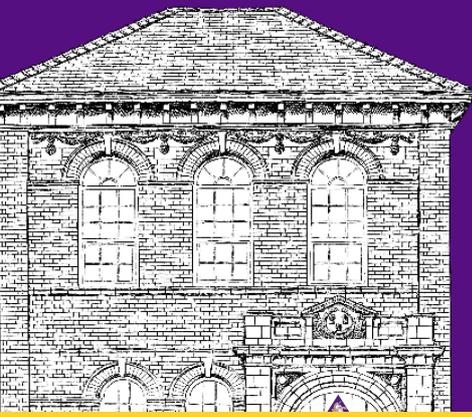


Person Specification

Finance Manager



<i>Qualifications, Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Evidenced by</i>
Qualifications			
GCSE Maths and English grade A-C or equivalent	✓		Application
Relevant accountancy, book-keeping, or school business qualifications gained through professional development	✓		Application
Advanced Level Qualification or equivalent	✓		Application
Knowledge/Understanding/Skills/Abilities			
IT literate and able to use internet, email, spreadsheet, word processing and presentation software for a variety of purposes.	✓		Application/Interview
2 -3 years' experience of financial management / accounting systems	✓		Application/Interview
Experience of administration of banking payments and reconciliation to financial systems	✓		Application/Interview
Experience of working in an educational setting		✓	Application/Interview
Experience of working with school information management systems and data		✓	Application/Interview
Experience of developing and implementing new finance or administration procedures to improve efficiency	✓		Application/Interview
Able to show excellent attention to detail and be able produce information with a high degree of accuracy	✓		Application/Interview
Able to communicate clearly and effectively in different forms and with a wide range of people in differing contexts	✓		Application/Interview
Able to manage time effectively, work accurately, organise workload and meet deadlines	✓		Application/Interview
Able to use initiative, evaluate information and exercise judgement and creativity in solving problems		✓	Application/Interview
A commitment to high standards and evidence where this has been achieved	✓		Application/Interview
Excellent organisational and planning skills	✓		Application/Interview
General/Personal Qualities and Characteristics			
An effective team player who can think and work independently without supervision	✓		Application/Interview
Able to supervise and motivate others	✓		Application/Interview
Possess strong interpersonal skills and able to exercise diplomacy when appropriate	✓		Application/Interview
Able to work under pressure and keep calm in difficult situations	✓		Application/Interview
An effective decision maker, able to think analytically	✓		Application/Interview
Willing to be flexible and support colleagues	✓		Application/Interview
Able to retain confidentiality at all times and follow all safeguarding processes	✓		Application/Interview
Committed to continued professional development	✓		Application/Interview
Commitment and understanding of the school's vision, values and virtues	✓		Application/Interview



Additional Information

Finance Manager

If you have any general enquiries about the job, please direct these to Mrs Clare Humanski by emailing office@salegrammar.co.uk

How to Apply

All applications must be made using the School's application form which can be found on the school website on our 'Vacancies' page. Please note that we do not accept CVs.

You should return your completed application to Mrs Clare Humanski by emailing jobs@salegrammar.co.uk

The closing date for applications is clearly outlined on the advertisement. We are unable to accept applications after the deadline has closed.

Timeline for Interviews

All completed application forms will be reviewed by the recruitment panel and a short-list of candidates will be drawn up. Successful candidates will be notified and invited for interview as soon as possible after the closing date. Please note that we are unable to provide any feedback on applications.

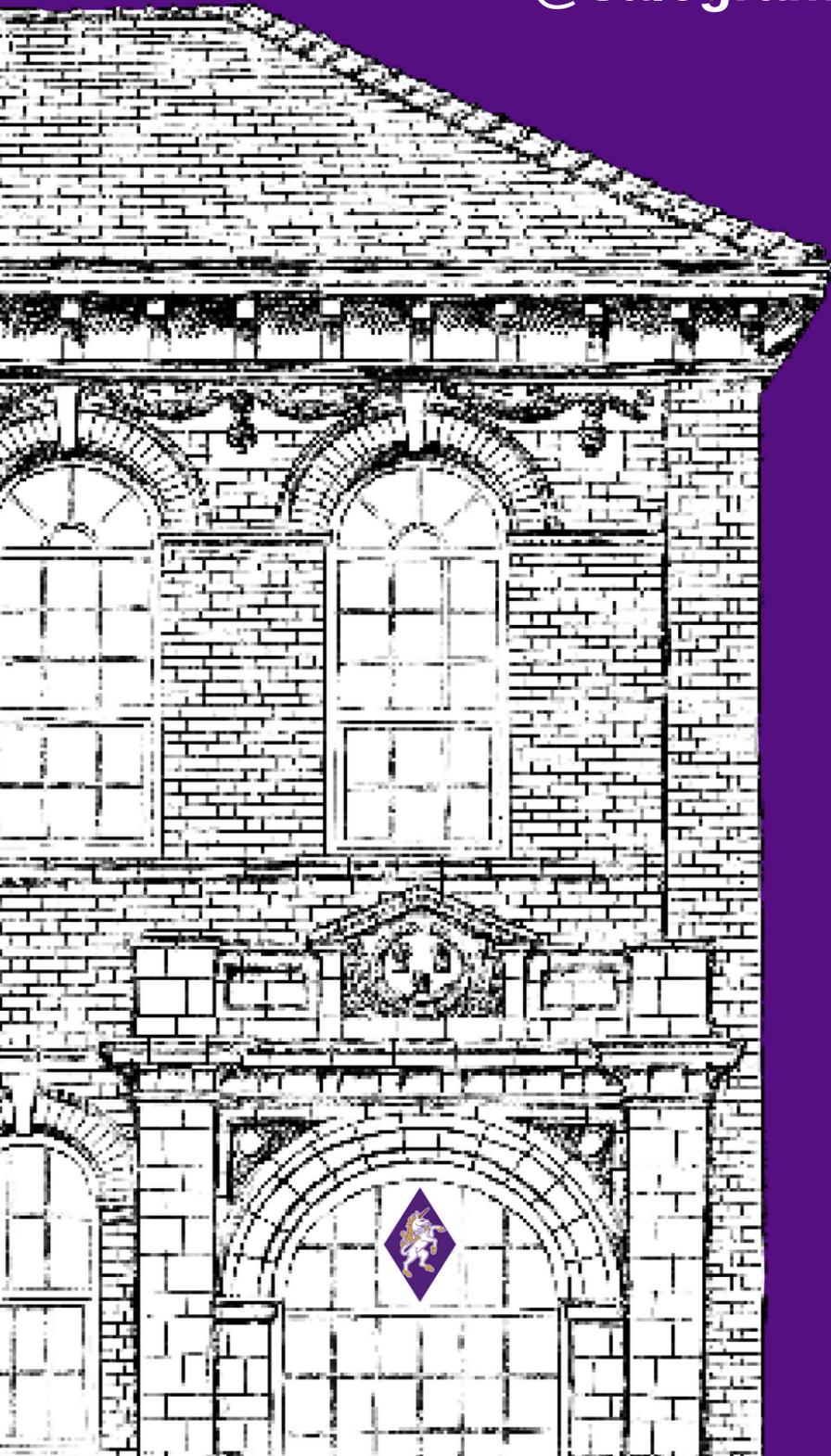
Safeguarding Commitment

Sale Grammar School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and virtues.

Thank you for your interest in this post.

www.salegrammar.co.uk

@salegrammar



Aspire Act Achieve