

# PENRYN COLLEGE

## Job Description and Person Specification

<b>Job Title:</b>	Finance Manager
<b>Grade:</b>	J
<b>Hours:</b>	37 hours per week / 52 weeks per year
<b>Responsible to:</b>	School Business Manager (SBM)
<b>Direct Supervisory Responsibility for:</b>	Finance Officer, Finance Assistant
<b>Indirect Supervisory Responsibility for:</b>	Budget holders / study support and external lettings financial arrangements
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> College Finance Team, Headteacher, SLT, Governing Body, Heads of Departments, College budget holders, College staff, Pupils and Parents.</p> <p><u>External:</u> ESFA, DfE, Parents, suppliers and contractors including Cornwall Council, College Accountants, Banks, Auditors and Inland Revenue</p>

### Main Purpose of Job

The Finance Manager is responsible for the organisation and efficient execution of all Finance Office activities and the supervision of the Finance Staff, for the legitimate and appropriate administration of the Schools finances, the supervision and training of the finance team and liaison with internal and external stakeholders.

- Organising and manage school finance, including that of its extended facilities, in accordance with the DfE statutory guidance documents and good practise.
- Assisting the Headteacher, Governors and Senior Leadership Team (SLT) in establishing finance policies, systems and procedure's including development of resource plans as required.
- Ensuring and advising on compliance with legislation and guidance, for example, HMRC, DfE and ESFA.
- The line management of a number of employees falling under this remit including induction, training and appraisal.
- Supporting and encouraging the Schools ethos and its objectives, policies and procedures.
- Attendance at Committee meetings as required and lead on finance reporting and communication

### Summary of Key Tasks and Accountabilities

#### Finance

- Manage and develop the schools computerised finance accounting, the placement of orders and managing the Financial Management Systems. Ensuring changes in regulatory requirements are tracked and updated and that all income and expenditure is correctly coded.
- Maintain distinct reserves in the financial systems and allocate income and expenditure in accordance with policies.
- Ensure all funding both restricted and unrestricted is received and accounted for correctly
- Ensure the timely processing and payment of invoices in line with policy and procedure.
- Provide advice, guidance, training and recommendations as necessary to the Headteacher, Governors and SLT on all aspects of budget management and control.

- Support in the financial administration of the Creativity and Collaborative project.
- Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- Maintain and oversee all bank accounts including the Schools credit cards, completing monthly reconciliations and reporting banking errors to their Line Manager.
- Prepare the Schools annual budget and review and update as necessary in consultation with their line manager and the Headteacher.
- Complete a monthly payroll reconciliation.
- Be responsible for the Cashless System and Payment website.
- Ensure accurate VAT accounting and payment, and that the VAT reclaims are submitted and managed as required.
- Coordinate the annual audits, deal with all audit requests and queries, liaising with all parties involved, agree the timing for audit visitors with the Business Manager and prepare all documentation in advance of commencement.
- Month end processes, closing of accounts and reporting.
- Coordinate the Year End closing process, to include: Accruals and prepayments, receipts in advanced and deferred income, depreciation/amortisation, latest pension value reflected in the accounts, analytical review of income and expenditure, fund/GAG analysis and preparation of Year End schedules for external auditors.
- Prepare the returns required by the DfE in line with published timetabled. This is mainly the AAR and Annual Budget Forecast Return but is not limited to these.
- Provide support to budget holders to ensure appropriate management of cost centres and advise Line Manager ahead on any areas of concern.

### Reporting

- Produce a monthly trial balance and supporting schedules, including reconciliations.
- Preparation of a monthly set of management accounts for presentation to SLT and Governors together with explanations of variances and suggested actions for managing agreed budgets.
- Undertake specific reporting and analysis of financial performance as requested by SLT and Governors.

### Income Generation

- Pursue income and sponsorship generation opportunities including the preparation and submission of applications and bids with the lettings and study support team.
- Maximise investment returns and income generation, organising bids, sales, sponsorship and fundraising as appropriate.

### Administration

- Ensure administrative duties, checks, documentation, reports and returns (Internal and external) are completed accurately and submitted within required deadlines.
- Undertake responsibility for all necessary administration relating to all areas within their remit.
- Ensure manual and computerised records and filing systems relating to all areas within their remit are maintained as required.
- Monitor finance email account on a daily basis ensuring emails are allocated appropriately to finance members of staff and ensuring appropriate timely action is taken.
- Manage and oversee the duties of the Finance team and undertake appraisal reviews in accordance with school procedure's

## Other

- Manage the Schools Asset Register ensuring that this is maintained, regularly updated and capitalised in line with the Financial Policy.
- Assist in the negotiation of service agreements working with the facilities staff and other finance team members as appropriate.
- Prepare any other ad-hoc financial reports and information as required for the Headteacher, Governors and School Business Manager.
- Undertake any other duties as directed by the Headteacher and Business Manager appropriate to the grading of the post.

<b>Qualifications, Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Appropriate financial qualification, AAT Level 4 or part qualified and considerable accounting experience	✓		Application
Evidence of Finance, Business and Administrative Management experience within a school or similar	✓		Application
Experience in supporting the day to day operation of an establishment/company with financial constraints	✓		Application & Interview
Evidence of effective leadership, line management of staff including a team, with the ability to develop and motivate a team of staff, delegating duties as required and working constructively as a team	✓		Application & Interview
Ability to build and form good relationships with colleagues and other professionals	✓		Application & Interview
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	✓		Application & Interview
Ability and knowledge to produce budgetary estimates, reports, cashflow and financial and statistical summaries, ideally combined with operational experience	✓		Application & Interview
Knowledge of principals and methods of financial control and reporting, and their adaption to various purposes, including the preparation of financial accounts	✓		Application & Interview
Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money	✓		Application & Interview
Knowledge of accounting system with excellent IT skills particularly in the use of Excel, Word and PowerPoint.	✓		Application & Interview
Experience of using IRIS, SIMS or similar Management Information Systems	✓		Application & Interview
The ability to be flexible, able to prioritise and work on own initiative	✓		Application & Interview
Excellent organisations, time management and interpersonal skills	✓		Application & Interview
Adaptability and a professional approach to the responsibilities of the post with a commitment to own professional and personal development	✓		Application & Interview

## **The Recruitment Process**

## **Application**

Applications must be received no later than 23<sup>rd</sup> February 2025. Applications received after this date will not be considered.

## **Shortlisting**

Shortlisting will be finalised on 24<sup>th</sup> February 2025. Shortlisted applicants will receive an email inviting them to interview. References will be taken up upon acceptance of interview. Please ensure you indicate clearly on your application form if you are happy for us to do so.

## **Interview Process**

Interviews will be held on Thursday 27<sup>th</sup> February 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

## **Feedback**

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

## **Taking up post**

The successful applicant will take up the post as soon as possible.

## **Additional information**

For further information, please contact Becky Withers, HR Manager by email [bwithers@penryn-college.cornwall.sch.uk](mailto:bwithers@penryn-college.cornwall.sch.uk)

## **Safeguarding**

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

*We reserve the right to interview prior to the closing date should an exceptional candidate apply.*

