

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Secondary Budget and Finance Lead</b>
<b>GRADE BAND</b>	<b>Hay Q</b>
<b>RESPONSIBLE TO</b>	<b>Head of Financial Planning &amp; HR Operations</b>
<b>DEPARTMENT</b>	<b>Finance</b>
<b>DATE JD/PS SIGNED OFF</b>	<b>November 2020</b>

<b>SIGNED</b>	
<b>PRINTED</b>	
<b>DATED</b>	

### **SAFEGUARDING COMMITMENT**

**The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.**

### **JOB PURPOSE**

To work in collaboration with the Head of Planning, Hub HR Business Partner, Principal, Executive Director and Director of Finance in order to provide an effective and efficient Finance and Budgetary Support Service to the Principal of the school with key responsibilities for:

- Assist HOFPP with Budget Preparation and Forecasting
- Budget management and monitoring.
- Provide comprehensive financial administration services.
- Line management of the Finance Assistant
- Oversee and administer order processing and accounts payable.
- Accurate maintenance of financial records and information management systems
- Day to day support to the Central Finance Team.

This role has the opportunity to develop and work across other secondary schools within the trust and will play a pivotal part in supporting the White Horse Federation central finance and HR teams to facilitate the delivery of these key services

## MAIN TASKS, DUTIES & RESPONSIBILITIES

### **Key Accountabilities:-**

#### **Financial Planning Responsibilities**

Assist the Head of Planning in the preparation of the school budget and three year forecast plans.

Responsible for school budget control and monitoring, reporting to Principal and Head of Planning functionally.

Work with TWHF Central Accounting team to provide detailed current year performance variance analysis and, in conjunction with Head of Planning, develop corrective action plans with Principal as needed.

Check and monitor SEN income with school SENDCo & TWHF Central Accounting team, and link with LA & TWHF Central Finance Team for school as needed.

Work with the SLT lead on Pupil Premium for tracking of spend against budget.

Reconciliation of monthly payroll against budget.

Check the financial elements of any Census returns are correct before submission by the School Data Manager

Work with Head of Planning and Curriculum Data Lead on ICFP analysis.

#### **Accounting Responsibilities**

To be directed by the TWHF Central Accounting team in terms of accounting entries that need to be performed at the school, including all coding of Income & Expenditure. To liaise with TWHF Central Accounting team on cost centre ownership for approval levels.

Liaise with budget holders to ensure efficient management of Cost Centres – both in terms of spend YTD and Full year expectation

Ensuring that cash limits do not exceed safe limits. Control of Petty Cash within TWHF finance guidelines

Control of School Credit card transactions within TWHF finance guidelines, and completion of reconciliations, as guided by the TWHF Central Accounting team.

Co-Ordination and management of Trip Finances.

Management of School online payment system (Parentpay)

Ensure all order/invoices are raised in a timely manner and non-payments are chased

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

## PERSON SPECIFICATION

<b>Method of Assessment</b> This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview Stage</b>
<b>Qualifications, Education and Training</b>			
Suitable financial business qualification or relevant experience in school business finance e.g. AAT, CSBM, DSBM	E	X	
<b>Experience and Knowledge</b>			
Proven experience in secondary finance management, budget planning and forecasting.	E	X	
Experience of development, management and operation of finance system/processes	E		X
Contribute to developing efficient processes to ensure the smooth running of the Finance function	E		X
Full working knowledge of Microsoft Office and Microsoft Outlook and good working knowledge of Excel.	E		X
Experience of financial planning, accounting and forecasting	E	X	X
Evidence of collaborative working across a complex organisation	E	X	
<b>Skills and Abilities</b>			
Ability to prioritise effectively and deliver on objectives	E		X
Working to, and delivering to, tight deadlines	E		X
Well-developed interpersonal skills to establish working relationships quickly and effectively.	E		X
Excellent written and verbal communication skills	E	X	X
Positive, solutions-focused approach	E		X
Ability to appropriately deploy Budgetary/Finance process, policy, practice, tools and techniques as required	E		X
Experience of staff line management	E	X	X
Excellent customer service skills	E		X
Ability and means to travel to other sites and external meetings.	E	X	
<b>Contacts and Relationships</b>			
The White Horse Federation Colleague – up to and inc CEO			
Third Party Suppliers			