



La Sainte Union Catholic Secondary School
Highgate Road, London NW5 1RP

JOB PROFILE

FINANCE MANAGER

PAY LEVEL:	SECTION: Finance & HR Team, Business Support Function
REPORTS TO: Business Manager	
STAFF SUPERVISED: Finance Officer	

JOB PURPOSE

To manage the school's finance practice and procedures ensuring clear control and management within the appropriate statutory guidelines.

To ensure the smooth operation of the finance function of the school so that financial deadlines and audit requirements are met.

To manage the finance team and work closely with other staff within the wider HR and finance team to ensure the school achieves best value.

MAIN DUTIES AND RESPONSIBILITIES

Finance

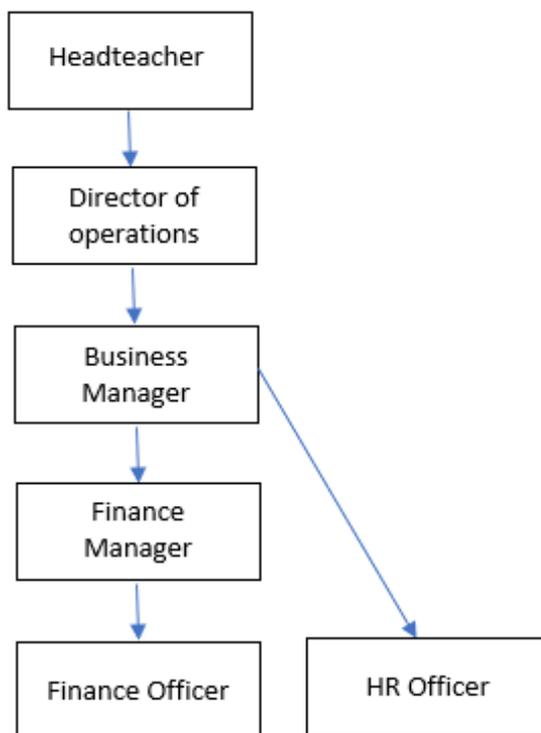
- Develop and maintain financial procedures, policies and effective systems of financial accountability and control.
- Prepare the annual budget, taking into account the strategic direction of the school as outlined in the school development plan, and present it to senior leaders and Governing Body as required.
- Provide regular financial monitoring information to budget holders, senior leaders and the Governing Body.
- Advise the Data & Business Manager, Headteacher and other staff on all financial matters pertaining to the school, including the likely impact of funding changes, and recommending action as required.
- Monitor and manage additional funding and grants coming into the school, recommending action as required.
- Prepare and scrutinise monthly, quarterly and annual financial management accounts.
- Review financial management systems and implement new ones where appropriate.
- Ensure accurate and up to date financial records are maintained in order to provide an audit trail for all transactions.
- Manage the budget and provide regular financial monitoring information to the Data & Business Manager, Director of Operations, Headteacher and Governing Body.
- Ensure budget holders receive regular budget monitoring reports
- Ensure day to day finance procedures are carried out efficiently and in a timely manner, including processing orders and invoices in line with financial procedures; timely payment of suppliers; reconciliation and management of bank accounts, central funds, voluntary funds, school credit card and petty cash; completion of quarterly and annual returns;
- Liaise with auditors and ensure compliance
- Ensure relevant insurance policies are maintained and process claims arising.
- Manage the school's capital and voluntary funds, meeting audit, VAT and reporting requirements.
- Ensure salary costs are monitored on a monthly basis.
- Be responsible for the online payment system and all finance related aspects of school trips and the enrichment programme, including reconciliation to the bank account.
- Ensure adherence to school financial procedure and statutory guidelines with regard to VAT and payments to individuals.
- Ensure all non-invoiced income to the school is accurately recorded, including monies raised for charities, and reconcile to the bank.
- Authorise payments on the bank software, ensuring that all invoices have been authorised in line with the school's financial procedures and scheme of delegation.
- Complete financial year-end processes in line with local authority and government requirements.
- Ensure a contract register is maintained so that contracts are regularly monitored and appropriate notice is given when required, and lead tendering arrangements as required.

General

- Work as part of a team to deliver the varied tasks across the school, showing flexibility to meet the demands required.
- Produce, maintain and share up to date "how to" guides for all key aspects of the role in order that others can cover in their absence.
- Establish and maintain good relationships with all colleagues, students, parents/carers, suppliers, contractors and outside agencies.
- Participate in school events such as open mornings and contribute to promoting the school to the wider community.
- Provide excellent customer service at all times, acting as an ambassador for LSU.
- Show commitment to their continued professional development and performance management.
- Undertake INSET and training and participate in appropriate school meetings, making positive contributions.
- Undertake specific duties in the event of a fire evacuation or other emergency as described in the Fire Evacuation Procedure.
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Data & Business Manager, Headteacher or other appropriate member of staff.

Note: All LSU employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

STRUCTURE CHART



WORK ENVIRONMENT

The post holder will be located in the Finance & HR Office.

This is an all year round post. The post holder is required to work 21 hours per week spread across an agreed number of days, with standard hours of 8.30am-4.30pm, with an hour for lunch. The post holder will be expected to be flexible in their hours in order to meet business needs, including attending governor meetings or supporting at after school events as required.

The post holder is required to work to regular deadlines on a weekly basis; the post holder's work will have frequent daily interruptions due to staff queries.

The post holder will be required to be flexible to adapt to changing and conflicting priorities which are outside the post holder's control on a weekly basis.

Some of the post holder's work is of a confidential nature, demanding a suitable level of security including, for example, a clear desk policy.

The post holder will be responsible for organising and prioritising their own workload.

The post will require prolonged periods of data entry throughout the working day.

Post holders are required to work on all INSET days.

Post holders are required to hold an enhanced DBS disclosure.

Post holders will be expected to work to deadlines as they arise.

Post holders are expected to adhere to all school policies and procedures.

WORK CONTEXT

Communications and working relationships

- The post holder leads a busy environment and has line management responsibilities as depicted in the organisation chart. Staff members require support and supervision appropriate to their roles. The post holder is required to work closely and have strong relationships with all members of their team.
- The post holder is required to work closely with the Headteacher, senior leadership team, other support staff managers/colleagues, Heads of Faculty and others as the need arises, as well as delegating work to team members.
- Communications into and out of the Finance & HR Team should be treated as confidential.
- The post holder will be required to liaise with all staff on a daily basis, providing excellent customer service.
- The post holder will be required to communicate with external bodies and individuals including statutory bodies, the local authority, ESFA, as well as parents and students on behalf of the school on occasion.
- The post holder will be required to liaise with external agencies in relation to procurement enquiries.

Innovation (decision making and creativity)

- The post holder will be expected to be proactive in improving the standards, processes and policies in the Finance & HR Office in accordance with national and local legislations and requirements. The decisions taken will have a profound impact on policies across the school, on the activities that arise from those policies, and ultimately on the school's staff, students and parents.
- Decisions / recommendations made by the post holder may have an impact on the whole school in terms of school budget and personnel with a short to mid-term effect.

- The post holder will be expected to use initiative and exercise judgement in determining priorities for themselves, organising and prioritising their own workloads and that of the posts they line manage.
- The post holder will be prepared to develop new skills and working methods in order to respond effectively to changing school needs.
- The post holder will troubleshoot and resolve complex financial and pay-related issues on a daily basis.

Resource management

- The post holder line manages the Finance Officer.
- The post holder is responsible for making recommendations on the appropriate use of funds.
- The post holder is required to make frequent decisions and operate discretion in relation to the financial management of the school, within financial limits set in the scheme of delegation. Decisions/recommendations above these limits are made in conjunction with the Director of Operations and/or Headteacher.
- The post holder is responsible for the security of cash on a daily basis.
- The post holder is expected to identify, recommend and implement time and cost saving opportunities.
- The post holder is responsible for the computerised Finance MIS systems and for ensuring it meets the requirements of the school and that training requirements are met.
- The post holder is responsible for ensuring best value achieved through procurement of goods on a daily basis.

Equal Opportunities statement

- As a member of school staff, take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the scope of responsibility of this post and the fair and equal treatment of all colleagues, students, parents/carers and visitors.
- Adhere to the school's Equal Opportunities policies and ensure anti-discriminatory practice.

Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School's Designated Safeguarding Lead Officer or a member of the Leadership Team.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- To be especially aware of confidentiality expectations with regards to providing support to the Headteacher and allocating staff to specific roles such as providing support to the Finance & HR Team or with regards to the school's safeguarding and child protection responsibilities.

Commensurate statement

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to undertake any other reasonable duties not specifically identified in the job profile but commensurate with the scope, grade and responsibilities of the post as determined by the manager.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:

- Degree or equivalent knowledge and understanding.

Desirable:

- DSBM / CSBM.
- AAT or equivalent finance qualification.

KNOWLEDGE

Essential:

- Good knowledge of budget planning, preparation and management and of monitoring and control of capital expenditure.
- Good knowledge of financial systems, records and monitoring, including relevant financial management systems
- Knowledge of financial management and accounting procedures.
- Able to demonstrate a good standard of literacy and numeracy.
- Commitment to working within the school's aims with regard to safeguarding, equal opportunities and raising achievement.
- Able to handle confidential information with complete discretion.
- A genuine interest in education and being part of the school community.
- An understanding of the issues that may affect young people.
- An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required.

Desirable:

- Knowledge of the guidelines with regard to financial standards, VAT and payments to individuals.
- Knowledge of FMS.

SKILLS

Essential:

- Financial propriety.
- Keen attention to detail and strong IT and analytical skills.
- Excellent organisational skills, able to work autonomously, under own initiative, managing conflicting workloads.
- Excellent written and verbal communication skills, including creating presentations to a high standard and the ability to express self clearly and communicate effectively to a wide range of audiences.
- Excellent interpersonal skills, including influencing and negotiation skills, and the ability to lead a team and work effectively with people at all levels, especially the wider office team and the Leadership Team.
- Ability to work under pressure, role model resilience and ensure deadlines are met.
- Ability to work confidentially.
- Ability to maintain accurate records and filing systems.

EXPERIENCE

Essential:

- Successful financial management experience in a large organisation
- Experience of working within a school or similar environment
- Experience of leading a team