

JOB PROFILE

FINANCE MANAGER

Reporting to: Business Manager

Grade: Scale P03 [pt 32 – 35] £40,614 - £43,815

Working Time: This is an all year round post and the post holder will be expected to work a 36 hour week and will be expected to take their annual leave entitlement during the school holidays.

Line Manager: Academy Business Manager

JOB PURPOSE:

The Finance Manager is responsible for the organisation and efficient execution of all the day-to-day financial operations within the Finance Office. The supervision and training of Finance Staff and liaison with other key staff and personnel.

- Organising and managing School finance, including its extended facilities, in accordance with the ESFA Academy Trust Handbook; administering payroll and pension related functions.
- Assisting the Governors, Headteacher and Senior Leadership Team [SLT] in formulating aims and objectives of the School and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required.
- Advising on compliance with legislation and guidance, for example, HMRC, DFE, ESFA
- The line management of a number of staff falling under her/his remit, including their induction, training and appraisal.
- Supporting and encouraging the Academy's ethos and its objectives, policies and procedures.

Summary of Key Tasks and Accountabilities:

Finance

- To supervise the School's 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 code.
- Maintain distinct reserves in the financial systems and allocate income and expenditure in accordance with policies.
- To ensure all funding, both restricted and unrestricted, is received and accounted for correctly.
- To manage weekly processing, including review and authorise payment batches.
- To supervise the processing of all invoices in line with the school financial procedure.
- To be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- To maintain and oversee all bank accounts including the School's credit card/s, completing monthly reconciliations and reporting banking errors to her/his Line Manager.

- To prepare the School's Annual Budget and review and update as necessary in consultation with her/his line manager and the Headteacher.
- To be responsible for the Cashless System and Payment website
- To ensure accurate VAT accounting and payment and that VAT reclaim returns are submitted monthly.
- To coordinate the annual audit, liaising with all parties involved, agree the timing for audit visits with the Business Manager and prepare all documentation in advance of commencement.
- Ensure accurate and timely monthly, quarterly and year end close processes including posting of accruals, prepayments and depreciation.
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure internal and external financial reporting deadlines are met

Payroll and Pensions

- To be responsible for the completion and management of the School's Payroll, ensuring all forms including timesheets, new starter/ leaver/ variation forms and annual returns are submitted within required deadlines.
- To ensure that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension agencies is submitted to the relevant authority in a timely manner.
- To produce a monthly trial balance and supporting schedules, resolving any accounting discrepancies and irregularities including reconciliations.
- Preparation of a monthly set of management accounts, identify areas for potential improvement and highlighting any financial risk to the school for presentation to SLT together with explanations of variances and suggested actions for managing agreed budgets.
- To undertake specific reporting and analysis of financial performance as requested by SLT and Governors.

Income Generation

- To pursue income and sponsorship generation opportunities
- To maximise investment returns and income generation, sales, sponsorship and fundraising, as appropriate.

Administration

- To ensure that all administrative duties, checks, documentation, reports and returns [internal and external] are completed accurately and submitted within required deadlines.
- To undertake responsibility for all necessary administration relating to all areas within her/his remit.
- To ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained, as required.
- To ensure all school systems are updated following the appointment of new staff members.

Other

- To be responsible for the School's Asset Register ensuring that it is maintained and regularly updated.

PERSON SPECIFICATION

		Essential	Desirable	Evidence
Qualifications, Skills and Experience				
1	Appropriate financial qualification/s and/or significant experience in field	✓		A
2	Evidence of Finance, Business and Administrative Management experience within a school or similar environment.	✓		A, I
3	Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment/company within financial constraints.	✓		A, I
4	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 part of the team	✓		A, I
5	Ability to build and form good relationships with colleagues and other professionals	✓		A, I
6	Knowledge and understanding of Academy Trust Handbook		✓	A
7	Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	✓		A, I
8	Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.	✓		A, I
9	Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts	✓		A, I
10	Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money	✓		A, I
11	Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database/s and internet systems	✓		A, I
12	Using Microsoft Outlook and Office 365	✓		A, I
13	Experience of using IRIS, SIMS or similar Management Information System	✓		A, I
12	The ability to be flexible, to work hard and to take pride in performing well	✓		R, I
13	Ability to organise and prioritise workload and work on own initiative	✓		R, I
15	Good organisational, time-management and interpersonal skills	✓		A, R, I
Personal Attributes and Behaviours				
16	A commitment to and an enthusiasm for the post	✓		R, I
17	Adaptability and a professional approach to the responsibilities of the post	✓		R, I
18	A commitment to equality of opportunity	✓		R, I

19	An eagerness to gain experience, expertise and professional development through this position	✓		A, R, I
20	An interest in a community ethos	✓		A, R, I

• **Key to Evidence: A = Application I = Interview R=References**

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