



**St Thomas More Catholic School, Blaydon**

**Job Description**

**Post title:** Finance Manager

**Responsible to:** Director of Finance & Corporate Services

**Job purpose:** To manage all aspects of the Trust's day to day financial management requirements.

The School became a converter academy on 1st February 2012. Since then, the school has attained Multi Academy Trust (MAT) status and has recently been expanded by the inclusion of a local primary feeder school. There are existing plans for other local schools to join our MAT.

**Salary Grade L**

£38,237 - £41,025 per annum (FTE)

SCP 43 - 46

**Line Management Responsibilities: 2/3 finance staff**

**Main Duties**

**Finance**

1. Multi-year financial planning and cash-flow management in conjunction with the Director of Finance & Corporate Services

2. Monthly management and financial accounts pack
3. Manage all aspects of the school's day to day finance requirements in accordance with agreed policies and timetable; ensuring accurate financial records are maintained and reported on a regular basis to the Directors, Governors, ESFA and other internal and external consumers of financial information
4. Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of ESFA and the school are observed, including all arrangements for VAT
5. Prepare financial and statistical returns for the DfE/ESFA, Companies House, HM Revenue and Customs and other agencies as required, to meet statutory deadlines
6. Assist in the research, planning and implementation of new systems and procedures for financial processes
7. Initiate and manage audit procedures as necessary, including liaison with the school's Responsible Officer and appointed Auditor.
8. Ensure that the school's financial year is closed down in a timely and accurate manner, and that the final accounts are completed and prepared accurately and in line with DfE, ESFA and Companies House reporting requirements
9. Ensure that all relevant financial information including statistical analysis, forecasting and benchmarking is effectively communicated and accessible within the school
10. Work alongside the Director of Finance & Corporate Services in completing the ESFA Financial Management and Governance self-evaluation submission, and taking appropriate and timely action in areas that require addressing
11. Manage the tendering for all service contracts in line with the school's agreed procedures; manage insurance renewals and ensure value for money

12. Prepare and submit capital and other bids to the ESFA and other bodies; monitor and control capital expenditure on buildings and groups; place contracts, appoint and monitor contractors
13. Keep abreast of financial developments across the Educational Sector, notably in relation to the Academies Sector

### **Payroll**

1. Liaise with the school's payroll provider to ensure all staff are paid in an accurate and timely manner
2. Authorise monthly payments to the school's payroll provider
3. Monthly reconciliation of payroll costs to the bank account and the academy's financial management system
4. Monitor the payroll effectively and ensure timely payment of third party payments to relevant bodies including pension providers and salary sacrifice schemes

### **Authorisation Responsibilities**

1. Authorise all orders submitted by the budget holders within prescribed limits
2. Act as signatory on the school's bank accounts
3. Be the signatory for monthly / expense claims / mileage claims
4. Ensure appropriate segregation of duties for financial transactions within the school, in line with the schools agreed policy

### **Variation in Role**

Given the dynamic nature of the role and structure of a growing Trust, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY TRUST.**

St Thomas More Catholic School, Blaydon is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



**ST THOMAS MORE CATHOLIC SCHOOL, BLAYDON  
FINANCE MANAGER – PERSON SPECIFICATION**

ESSENTIAL				DESIRABLE		
	Criteria No	Attribute	Stage Identified	Criteria No	Attribute	Stage Identified
<b>Qualifications &amp; Experience</b>	E1	Qualified Accountant	AF, C	D1	Knowledge and experience of academy finance issues	I, AF, R
<b>Experience &amp; Knowledge</b>	E2	Demonstrable and significant knowledge and experience of managing complex budgets.	I, AF, R	D2	Experience of managing school management information systems	I, AF, R
	E3	Experience of managing financial MIS systems.	I, AF, R			
	E4	Up to date working knowledge of legislation, regulations and best practice in the education finance arena	I, AF, R			
	E5	Experience of managing a team in a complex organisation including the monitoring of performance and development and of planning and leading professional development for staff	I, AF, R			
	E6	Experience and ability to interpret national legislation and associated	I, AF, R			

		guidance, research best practice and incorporate into working practice / policies.  Experienced in the routines and controls required in the production of monthly management accounts				
	E7	Experience of policy / procedure planning, development and implementation	I, AF, R			

ESSENTIAL				DESIRABLE		
	Criteria No	Attribute	Stage Identified	Criteria No	Attribute	Stage Identified
	E8	Experience in the successful management of change.	I, AF, R			
	E9	Experience and developing, implementing, monitoring and reviewing policies.	I, AF, R			
	E10	Experience of project planning and evidence of being able to improve systems to ensure quality outcomes	I, AF, R			
	E11	Experience of working successfully and co-operatively as a member of a team	I, AF, R			
<b>SKILLS</b>	E12	Proven leadership skills and the ability to motivate and inspire employees	I, R			
	E13	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write	I, AF, R, P			

		clear and concise reports & give presentations)				
	E14	Ability to effectively manage the allocation of budgets	I, R			
	E15	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	I, R			
	E16	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	I, R			

ESSENTIAL				DESIRABLE		
	Criteria No	Attribute	Stage Identified	Criteria No	Attribute	Stage Identified
<b>SKILLS (CONT...)</b>	E17	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	I, R			
	E18	Ability to organise, prioritise and delegate	I, R			
	E19	Ability to respond to changing priorities, seek out, manage and influence opportunities for continuous improvement	I, R			
	E20	Ability to ensure that the highest standards of quality are achieved	I, R			
	E21	IT Literate, capable of using MS Word / Excel and office packages	I, R			
<b>PERSONAL ATTRIBUTES</b>	E22	A commitment to excellence and right first time approach	I, R			
	E23	Flexibility and adaptability in order to be able to mix and work with a wide range of people and ability to demonstrate enthusiasm and sensitivity	I, R			
	E24	Flexible approach to working arrangements in line with the duties of the post	I, R			
	E25	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed. Comfortable with rapid change.	I, AF, R			

ESSENTIAL				DESIRABLE		
	Criteria No	Attribute	Stage Identified	Criteria No	Attribute	Stage Identified
<b>SPECIAL REQUIREMENTS</b>	E26	Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy	I, R	D4	Practicing Christian	A
	E27	Capacity for independent travel in line with the duties and requirements of the post	I, AF, R			
	E28	Ability to form and maintain appropriate relationships and personal boundaries with young people.	I, R, D			
	E29	Ability to uphold the Christian ethos of the Academy	A, I			

**Key Stage Identified**

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	Reference
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.