



## **Job Description**

### **Finance Manager**

<b>Responsible to:</b>	The Headteacher
<b>Responsible for:</b>	School finances, finance staff/catering staff
<b>Grade</b>	PO3 (point range 36-39)
<b>Hours</b>	37 hours per week. Full time.

### **Job Purpose:**

#### **Summary**

1. The Finance Manager assists the Headteacher in his duty to ensure that the school meets its educational aims
2. The Finance Manager is responsible for providing professional leadership and management of finance staff and catering staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school
3. The Finance Manager promotes the highest standards of business ethos within the finance/catering function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives
4. The Finance Manager is responsible for the financial management of the school

#### **Specific responsibilities**

#### **Leadership, Strategy and Financial Management**

1. Attend appropriate governors' sub-committee meetings
2. Plan and manage change in accordance with the school development plan.
3. To lead and manage all finance staff/catering staff
4. Liaise with the EFA over all matters regarding DfE funding.
5. Preparing short and long term financial forecasting for the Headteacher and Governors
6. Advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
7. Develop networks of commercial activity to enhance the school's budget and reputation and add value for the students.
8. Evaluate information and consult with the Headteacher and Governors to prepare and implement a balanced budget.

9. Monitor and control performance to achieve value for money, taking prompt and corrective action if there is significant variance developing.
10. Commission and procure services on behalf of the school as required.
11. Provide ongoing budgetary information to relevant people and advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
12. Seek and make use of specialist financial expertise, maximising income wherever possible, through commercial activity such as investment, use of the facilities, preparing and submitting bids and generating income through other business opportunities.
13. Present all plans to the Headteacher and Governors in a timely fashion as fully costed proposals, recommendations or bids. Formal financial arrangements proposed by the Business Manager will be subject to the agreement of the Headteacher and Governors.
14. Prepare for approval by the Headteacher and Governors, the annual estimates of income and expenditure. To obtain agreement of budgets and to monitor accounts against budgets. To report on the financial state of the school to the Headteacher and Governors.
15. Monitor and ensure the school's cash flow is kept at a sustainable level.
16. Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Headteacher accordingly.
17. Prepare the final accounts in liaison with the auditors.
18. Prepare all financial returns for the DfE, EFA, Companies House and other central and local government agencies within statutory deadlines.
19. Be responsible for dealing with the financial implications of charitable status with respect to the current and future tax legislation, liaising with the Charities Commission as required.
20. Be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
21. Be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
22. Seek professional advice on insurance and advise the senior leadership team on appropriate insurances for the school and implement and manage such schemes accordingly.
23. Be responsible for securing sponsorship funding using 'commercial flair' and developing contacts.
24. To be Company Secretary

**Human Resource and Personnel Management (in conjunction with the Headteacher's P.A. who is responsible for all administration of HR and PM)**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services and ensuring the school complies with PAYE, NI, Pensions and other relevant legislation.
2. To ensure that all staff are paid on the correct scale and spine point in consultation with Governors and to provide appropriate information on pay to staff, the Governors and the local authority

3. In conjunction with the Headteacher's P.A. be aware of changing employment legislations, new development and innovations and have an understanding in field of human resources practices, in order to maintain high standards and contribute to the continuous improvement of service delivery
4. Assist the Headteacher and Senior Leadership Team with developing and updating policies, procedures and frameworks
5. In conjunction with the Headteacher manage the professional development, appraisal, discipline and training of finance/catering site staff
6. In conjunction with the Headteacher's P.A. manage staff attendance and leave to ensure a continuous service throughout the year
7. To be the first point of contact for all staff at the school on pay related issues, liaising with the local authority as necessary

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### Finance Manager-Person Specification

Criteria	Essential	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Extensive experience in finance management and accounting</li> <li>▪ Experience of school budget management, preparation and reporting.</li> <li>▪ Experience of procurement and fixed assets</li> <li>▪ Evidence of effective budget analysis and securing value for money.</li> <li>▪ Evidence of the efficient management of contracts and capital bids</li> <li>▪ Evidence of efficient management of staff salary records</li> <li>▪ Experience of contributing to risk management processes.</li> <li>▪ Experience of Microsoft Office packages</li> <li>▪ Experience of working effectively with others to meet common goals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of initiating and leading school improvement plans</li> <li>▪ Evidence of income generation</li> <li>▪ Knowledge and experience of human resources management issues and ability to find solutions and provide advice</li> <li>▪ Experience of managing school facilities and contracts</li> <li>▪ Experience engagement with Health and Safety and Risk Assessment</li> <li>▪ Experience of managing premises maintenance and improvement</li> <li>▪ Experience of managing premises contractors</li> <li>▪ Experience of monitoring, maintaining and developing fixtures and fittings</li> </ul>	Application form, interview and references
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>▪ Suitability to work with young children</li> <li>▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ Ability to maintain strictest confidentiality and integrity at all times</li> <li>▪ Ability to liaise with other members of staff in a professional manner</li> <li>▪ Knowledge of promoting inclusion and equal opportunities</li> <li>▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li> <li>▪ Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sensitivity in collaborative work with colleagues within and outside the school</li> <li>▪ Ability to be flexible in order to create effective solutions</li> </ul>	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people, and</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>

	<p>position within these</p> <ul style="list-style-type: none"> <li>▪ Ability to plan and develop systems</li> <li>▪ Ability to manage, lead, organise, deploy and motivate a staff team</li> <li>▪ Confident to empower others and able to build a team</li> <li>▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes</li> <li>▪ Ability to adhere to working procedures and policies within the school environment</li> <li>▪ Ability to work under pressure and meet deadlines</li> <li>▪ Ability to relate to students and staff</li> <li>▪ Excellent communication, presentation and interpersonal skills.</li> <li>▪ Professional telephone manner</li> <li>▪ Expectations of high standards</li> <li>▪ Ability to formulate ideas and solutions and present them effectively to the Headteacher and Governing Body.</li> <li>▪ Possession of high level decision making skills</li> <li>▪ Ability to respond flexibly and adapt to changing and challenging circumstances</li> <li>▪ Ability to persuade, negotiate, and influence others</li> <li>▪ Ability to maintain strict confidentiality of information received and processed</li> <li>▪ Ability to attend and contribute to meetings as required</li> <li>▪ Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards.</li> <li>▪ Ability to interpret advice/statute and to devise policy/practise in the light of these.</li> <li>▪ Understand the obligations and requirements of school insurance, licenses and permissions</li> </ul>		
<b>Personal</b>	<ul style="list-style-type: none"> <li>▪ Ability to use judgement and</li> </ul>	<ul style="list-style-type: none"> <li>▪ An enthusiasm for</li> </ul>	Application form, interview

<b>qualities</b>	<p>common sense</p> <ul style="list-style-type: none"> <li>▪ Approachable</li> <li>▪ Ability to prioritise</li> <li>▪ Ability to work on own initiative</li> <li>▪ Excellent personal organisation and self motivation</li> <li>▪ Commitment</li> <li>▪ Reliable and trustworthy</li> <li>▪ Flexible approach to work</li> <li>▪ Flexibility to commit to additional hours if required</li> <li>▪ Honest</li> <li>▪ Ability to be supportive</li> <li>▪ Professionalism</li> <li>▪ A sense of humour, warmth, energy, stamina and resilience</li> <li>▪ Willingness to reflect upon his/her experiences in a critical and constructive manner</li> <li>▪ High standards of personal appearance</li> </ul>	<p>challenge, development and innovation</p>	<p>and references</p>
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ Accountancy certificate-eg AAT</li> <li>▪ Excellent IT, numeracy and literacy and skills</li> <li>▪ Extensive experience in a financial and administrative management role</li> <li>▪ Conversant with relevant financial, personnel and safety regulations</li> <li>▪ Willingness to undertake further professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Safer recruitment certificate</li> <li>▪ Certificate of School Business Management (CSBM) or Degree or equivalent qualification</li> </ul>	<p>Application form and certificates</p>

***The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***