

JOB DESCRIPTION

- Title:** Finance Manager
- Responsible to:** Head of Operations
- Qualifications:** Degree/SBM diploma or equivalent
- Key tasks:** Organise and manage school finance, including that of its estate management and services, in accordance with the DFE's Schools Financial Value Standard, and administering payroll and pension related functions.
- Assist the governors, headteacher and senior leadership team (SLT) in formulating and establishing the policies, systems and procedures through which effective financial management will be achieved, including development of resource plans as required.
- Advise on compliance with legislation and guidance, for example, HMRC, DFE.
- Oversee the effective deployment of staff within the area of responsibility and assist with their appraisal, training and induction.
- Conditions:** Bucks Pay Range 4; 25 hours per week, 42 weeks per year

Specific Tasks and Responsibilities

Finance and accounting

- In consultation with Headteacher and Head of Operations, prepare the school's annual budget and review and update as necessary.
- Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the Headteacher and the Resources Committee.
- Provide budget holders with monthly updates of their accounts and advise them on matters relating to their budget/s.
- Keep all school accounts and prepare income and expenditure reports in accordance with the DFE financial regulations, and prepare accounts for submission to the school's auditors.
- Assist in the preparation for the audit, liaising with all parties involved.
- Maintain and oversee all bank accounts including the school's debit card/s, completing monthly reconciliations and reporting banking errors.
- Ensure that the school's financial procedures manual is reviewed and updated as necessary and that the Schools' Financial Value Standard is maintained as per DFE requirements.
- Assist in the pursuit of income and sponsorship generation opportunities including the preparation and submission of applications and bids.
- Assist, where appropriate, in the preparation of accurate VAT accounting and payment so that VAT reclaim returns are submitted as required.
- Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- Be responsible for the completion of the school's payroll, ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- Monitor the payment of salaries by the school's payroll provider, liaising with the provider as required.
- Be responsible for the placement of orders ensuring they are processed through the school's computerised finance accounting package.

- In conjunction with the nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- Be responsible for the issue of school invoices following up their prompt payment.
- Ensure timely collection of fees and other dues, taking legal action where necessary to recover debts.
- Carry out and keep analyses of costs and other statistical information.
- Supervise the school's computerised finance accounting package ensuring that required back-ups are carried out and kept securely.
- Be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status.
- Maintain all school insurances in all forms including assessments, claims and administration.
- Assist in maximising and income generation; organising bids, sales, sponsorship and fundraising as appropriate.
- Ensure that all necessary returns, reports and documentation are completed accurately within time constraints including claims, bids, reports to governors, and statistical returns (internal and external).
- In conjunction with the Headteacher, Head of Operations and the governing body, review annually the school's charging policy and make recommendations as appropriate.
- Advise and report to the governing body and its committees as required.

Personnel

- Ensure that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension agencies is submitted when:
 - A new appointment is made.
 - When changes are made to an existing member of staff's terms and conditions.
 - When a member of staff's employment terminates.
- Ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements.
- Ensure that all staff details relating to salaries and pensions are passed to the personnel officer for inclusion in secure personnel files.
- Play an active role in the recruitment of staff in accordance with the school's procedures.

Administration

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by the Head of Operations, the Headteacher and the governing body.
- Undertake responsibility for all necessary administration relating to all areas within the Finance Manger's remit.
- Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- Process, input, extract and analyse information from school's database system/s.
- Ensure compliance with data protection regulations.
- Take minutes/notes in meetings as required and circulate associated information.
- Deal with correspondence promptly and as required.

Estate and services

- Assist in the completion of the school's asset register.
- Help to establish and implement an effective damage and loss-prevention strategy to reduce insurance and overall costs to the budget as set by the Resources Committee.
- Take an active role in the letting of school premises and other activities in order to maximise income.
- Maintain all school insurances in all forms including assessments, claims and administration.
- Ensure, in conjunction with Executive Headteacher and relevant staff, that all health and safety procedures and requirements are being resourced

General

To have in mind the school's mission 'Aiming for Excellence - Learning for Life'

To take due account of the school's health and safety policy and duty of care when working in the school and with pupils

To maintain confidentiality with regard to personnel and pupil information maintaining GDPR compliance

To review the details of the position annually with the Headteacher - the duties of this role may vary from time to time, as required by the Headteacher, without changing the general character or the level of responsibility entailed.