

Sharples School Job Description

Post Title: **Finance Manager**

Salary Grade 7

Responsible to: Director of Business and Finance

Hours: 37 per week, term time only plus 10 days

Overall purpose: Provide financial management to the school together with administrative support to the school. To be responsible for and manage the day to day financial operation of the school. Be responsible for and manage all areas of finance within school, providing support to Director of Business & Finance regarding day to day finance issues. Be responsible for and manage the delivery, planning, development and monitoring of support services linked to area of responsibility. Be responsible for the finance apprentice.

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| **MAIN DUTIES** | |
| 1. | **Finance**  Be responsible for the effective day to day management of financial administration procedures to ensure internal controls are operating effectively. |
|  | Be responsible for day to day monitoring of budgets and flagging up any budget variances to budget holders and Director of Business & Finance. |
|  | Be responsible for the management of expenditure from the school budget and income into the budget, including banking and reconciliation of cash, and raising cheques where appropriate  Management of the cashless catering and internet payment systems, including liaison with school meals provider, pupils, parents, staff etc  Ensure that finance procedures are followed throughout school and that budget holders have sufficient information and guidance to manage their budgets effectively |
|  | Take a lead role in ensuring the staffing budgets are adhered to  Ensure expenditure is remains in line within Budget set and approved by governors annually.  Flag up areas of concern with budget holders and take necessary steps to resolve issues  Assist in the preparation of draft budget in consultation with the Director of Business & Finance.  Support the Director of Business & Finance in the preparation of papers for Governors meetings  Management of the school inventory  Management and planning of school trips including banking of monies, processing trip packs and producing income/expenditure analysis on completion of the trip |
|  | Maximise income generation into the school budget, including identification and application to appropriate funding sources  Be responsible for securing relevant sponsorship for the school |
|  | Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising |
|  | Develop work specifications and manage service contracts as appropriate in own area  Ensure the efficient operation of the area of finance according to agreed procedures, good financial practices and “best value” |
|  | Be a point of contact for staff and SLT for finance matters on a day to day basis  **Monthly Management Accounts Reporting**  Provide monthly management accounts for the Director of Business & Finance including Income & Expenditure account, Balance Sheet and Cash flow forecast.  **Year End Closure**  To assist in all aspects of year end closure of accounts up to trial balance including preparation on the Audit working Papers file and notes to the accounts.  Assist with the annual and interim audits and ensure compliance to SORP regulations  Prepare & assist with all statutory returns including Vat, payroll and pension deductions as appropriate. |
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| 2 | **Administration**  Be responsible for the design and effective operation of administrative procedures |
|  | Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DCSF |
|  | Commission appropriate systems and be responsible for their effective operation |
|  | Undertake non routine administration of school lettings and other uses of school premises  Oversee the management the asset registers and provide support for Heads of Department on asset recording as required  Identify the need, and be responsible, for securing appropriate licences and insurance  Be responsible for the management of facilities including use of premises and associated income  Be responsible for the management of the school fund account including income and expenditure |
|  | Develop and monitor management information systems |
|  | Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information |
|  | Produce, and respond to, complex correspondence |
|  | Provide organisational and complex advisory support to other staff |
|  | Provide organisational and complex advisory support to the Governing Body on matters relating to finance |
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| 3 | **Organisation** |
|  | Be responsible for the planning, development, design, organisation and monitoring of support service in area of finance and have input into whole school systems/procedures/policies |
|  | Direct Line Management responsibilities: |
|  | - Manage support staff as agreed with the Director of Business & Finance |
|  | - Deputise for the Director of Business & Finance at relevant meetings including SBM meetings |
|  | - Have input into the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff  - Hold regular team meetings with any managed staff |
| 4 | |  | | --- | | **Responsibilities** | | Represent the school as required in relation to own areas of expertise – Finance  Comply with and assist with the development of policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person | | Contribute to the development and implementation of the overall ethos/work/aims of the school | | Develop constructive relationships and communicate with other agencies/professionals  Take a lead in organisation and participation in regular meetings | | Recognise own strengths and areas of expertise and use to advise and support others | |
|  | **Customer Care -** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered. |
|  | **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others |
|  | **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan. |

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**REVIEW ARRANGEMENTS**

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

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| **Date Job Description prepared/updated** | December 2017 |
| **Job Description prepared by** | Ms A Webster, Headteacher |

**Person Specification for Finance Manager**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | Effective use of ICT and Financial packages including CIVICA and HCSS. | Application Form/Interview |
| 1.2 | Full working knowledge of relevant policies/codes of practice/legislation | Application Form/Interview |
| 1.3 | Advanced ICT skills, in particular advanced excel spreadsheet modelling | Application Form/Interview |
| 1.4 | Knowledge and understanding of monthly management accounts and experience of year end closure of accounts. | Application Form/Interview |
| 1.5 | Ability to relate well to children and adults | Application Form/Interview |
| 1.6 | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Application Form/Interview |
| 1.7 | Highly skilled in techniques to persuade, motivate, negotiate and influence often senior people | Application Form/Interview |
| 1.8 | Ability to manage self and a multi-disciplinary team effectively | Application Form/Interview |
| 1.9 | To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes | Application Form/Interview |
| 1.10 | Ability to work under pressure with competing deadlines and frequent interruptions | Application Form/Interview |
| 1.11 | Knowledge and awareness of audit guidelines | Application Form/Interview |
| **2. Experience/Qualifications/Training** | | |
| 2.1 | Working towards or fully AAT qualified, part qualified accountant, accounting degree or similar. | Application Form |
| 2.2 | Considerable experience working within a busy finance environment | Application Form/Interview |
| 2.3 | Experience of the implementation, development, management and operation of complex administrative systems | Application Form/Interview |
| 2.4 | Willingness to participate in relevant training and development opportunities  Experienced at producing management accounts and involved in yearend closure of accounts.  Experienced at completing VAT and other statutory returns. | Application Form/Interview |
| **3. Work Related Circumstances – Professional Values & Practices** | | |
| 3.1 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form & Interview |
| 3.2 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they come into contact with | Application Form & Interview |
| 3.3 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form & Interview |
| 3.4 | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form & Interview |