

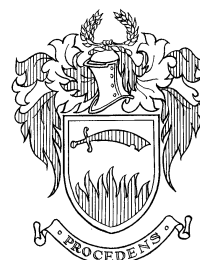
JOB DESCRIPTION

School: THE FITZWIMARC SCHOOL

Post: Finance Manager

Band: Scale 7 pts 19 -24

Responsible to: Business Manager



Post holder:

Overall purpose of the job:

To manage the finance team and support the Business Manager in all elements of the school's operational and business activities, including financial management, budget preparation/monitoring/reporting, premises management and ensuring compliance with health & safety legislation. To deputise for the Business Manager in their absence on matters relating to finance.

To ensure that routine financial tasks are carried out in accordance with school policies and financial regulations.

Duties and responsibilities:

- Assist in the preparation of the annual budget allocation for approval by the Governing Body
- Transfer the approved budget to the computer system with the associated expenditure and cash profiling.
- Ensure accurate set up, monitoring and reporting of income and expenditure
- Assist in the preparation of the school's annual year end accounts
- Assist with scrutiny of financial procedures and processes ensuring compliance with audit requirements.
- Contribute to the budget planning cycle
- Monitor budgets at departmental level
- Monitor accruals and prepayments throughout the year
- Preparation of management reports for the Business Manager, SLT and Governors
- Assist in preparation of long-term assessments of the future financial performance of the school
- Assist in preparation of funding bids
- Monitor orders and deliveries and ensure timely response
- Scrutinise statements and authorising of invoices for payment in accordance with school policy
- Manage the weekly payment run on the schools accounting system, ensuring suppliers are paid in a timely manner
- Monitor employment status of suppliers ensuring compliance with HMRC guidelines
- Reconciliation and oversight of bank account activity
- To assist with cash flow monitoring and calculations
- Undertake monthly reconciliation of control accounts (payroll, debtors, creditors, VAT)
- Perform monthly quality assurance checks on financial processes
- Monitor all procedures associated with petty cash
- Manage financial processes relating to school trips, approve costings, creating accounts as necessary
- Monitor processing and receipt of all income, BAC's, invoiced and non invoiced income
- In liaison with SENCo, monitor SEND income, invoicing relevant LA's appropriately
- Monitor VAT accounting and process reimbursement claims on a monthly basis
- Process payroll journals and resolution of any discrepancies

- Responsibility for the administration of all aspects of the school minibus
- Monitor utility costs and maintain the monthly energy report
- Monitor contracts and leases, responding to queries and ensuring end of lease guidelines are met
- Monitor/maintain the school asset register
- Maintain the Register of Business Interests
- Process financial administration of staff benefits schemes e.g. cycle to work, childcare vouchers
- Manage administration of lettings, ensuring hirers' compliance with health and safety, accurate invoicing and prompt payment received
- Assist in procedures relating to insurance claims
- Assist in emergency procedures and risk assessment
- Conduct performance management reviews for finance staff
- Manage the provision of an accurate and current finance procedures manual
- Any other related task as delegated by the Business Manager

Any discrepancies identified must be reported to the Business Manager immediately

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date