

JOB DESCRIPTION

POST TITLE: Finance Manager

GRADE: Level 6

RESPONSIBLE TO: Office Manager

ACCOUNTABLE TO: Headteacher

PURPOSE OF JOB:

To work as part of the administrative team in supporting the school in attaining its aims and objectives by management of the school finances and ensuring proper accounts are kept.

To maintain and input data into a computerised financial management system ensuring information contained therein is up to date and accurate and complies with relevant legislation, regulations and policy.

To prepare and administer the school's delegated budget.

To ensure that efficient financial support is provided to the school and Governors.

To support the school office in its every day running

MAIN RESPONSIBILITIES:

1. Preparation of the school budget and advising the Headteacher and Governing Body on budgetary considerations. Presentation of annual budget to governors at committee meetings for approval.
2. Preparation of the school 3 year budget, in line with the 3 year School Improvement Plan, in order to achieve the school aims & objectives.
3. Monitor the budget, payroll, expenses, lettings & other income and provide timely reports to SLT and Governors.
4. To identify and advise the head teacher/governors of the causes of budgetary variance, propose revisions and take prompt and corrective action.
5. Ensure the completion of statutory returns for the LA & DfE within given time frames.
6. Ensure all financial administration and procedures are carried out in accordance with appropriate LA and school financial regulations and policies.
7. Ensure the school complies with VAT legislation, submission of monthly VAT return to the LA and quarterly VAT reconciliation.
8. Prepare and report year-end figures to all relevant parties for both School and Catering budgets.
9. Monthly reconciliation of cash payments/budget allocation from LA.

10. Preparation and monitoring of the Catering budget. Monitoring of Universal Infant Free School meal funding. Liaison with the Head Cook re: Catering expenditure. Analysis of school meal uptake.
11. Preparation of all financial information for Governors committee meetings. Attend and report to the assets & extended schools committee.
12. Responsible for payroll processing, checking for accuracy and ensuring compliance with pay policy. Carry out the monthly payroll reconciliation on FMS. Ensure overtime is recorded correctly and forwarded to payroll on a monthly basis.
13. Ensure new payroll contracts are added on SIMS for new staff members and ensuring all payroll contracts on SIMS are correct.
14. Verify overtime, subsistence and supply teacher pay claims for the payroll reconciliation.
15. Review interrogate and liaise with the office manager concerning any anomalies.
16. Ensure accounting of all monies. Weekly checking of daily cash sheets against bank paying-in slip for discrepancies.
17. Manage ordering, invoicing and payment either by cheque or BACS for services/goods and ensure best practise and separation of duties where possible. Monitor quality of purchases and value for money.
18. Responsible for day to day running of the school minibus. Ensure all required safety checks are completed on schedule. Prepare a termly financial report and present to governors at committee meetings.
19. Ensure the 5 year Asset Management Plan and subsequent presentation to governors at committee meetings. Regular monitoring and updating of plans when premises / maintenance work have been completed in conjunction with the annual condition survey requirements.
20. Liaison with other members of the office staff and delegation of certain financial duties in accordance with the school's Financial Regulations.
21. Ensure that the Attendance & Admissions Officer is trained in filling in the paying in book for the bank, accurate recording of monies received and completing the school inventory
22. To manage the school's cash flow ensuring funds available when payment is required. Preparation of monthly cash-flow report and termly reporting to governors.
23. Ensure the filing, security and retrieval of financial and personnel data on FMS
24. Responsibility for the administration of the petty cash account.
25. Liaison with appropriate staff and co-ordinate expenditure on budget centres.
26. Locating, collating, analysing and presenting information.
28. Maintain and reconcile all bank accounts.
29. Preparation of yearly benchmarking analysis reports, and presentation to governors.

30. Ensure appropriate insurance and services are in place. 31. Monitor & review all school contracts. Negotiate prices/terms with suppliers to reduce costs and receive better value for money.
32. Ensure FMS is up-to-date.
33. Undertake regular review of finance systems and ensure that agreed changes are implemented.
34. Ensuring contractors meet the required standards in accordance with finance regulations.
35. Ensure correct financial accounting procedures are adhered to ensuring compliance of auditing as required.
36. Advise headteacher and governors if fraudulent activities are suspected or uncovered.
37. Any other duties relevant to the post.
38. To be fully conversant with Health & Safety regulations and ensure they are complied with
39. To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.

Signed:.....

Date:.....