

Job Description

Job Title	Finance Manager
Grade	Band (Thurrock)
Reports to	Headteacher
Liaison with	Headteacher, Finance Assistant and Administrative Assistant
Job Purpose	To oversee and operate the day-to-day financial arrangements of the academy.
Duties	<ul style="list-style-type: none"> • To manage the single central register and personnel files. • To be responsible for financial processing including: raising invoices, preparing cheques for signature, checking supplier statements, issuing receipts, ordering, processing expenditure and income, banking. • To provide timely reports to the Headteacher in respect of Cash Flow and Trading Accounts, Catering, Parental donations, Trips, Reprographics. • To maintain all records in relation to assets, Catering, Parental donations, online income, Gift Aid, bank reconciliation and Reprographics. • To be responsible for the cashless system and Parent Pay in relation to donations and catering income • To check and record all Catering, Parental Donation income on the financial accounting system and ensure the income is banked • To observe Financial Regulations and advise on and update operating procedures. • To assist in the preparation of all year-end financial returns • To arrange for cheques/BAC's to be drawn where appropriate • To ensure expenditure is within budget constraints for appropriate areas of the Finance as managed and is properly authorised. • To be responsible for the safe storage of cheque books. • To complete and carry out the monthly bank reconciliations for all accounts, making full enquiry on any discrepancies • To record "IR35" (as per HMRC guidelines) • To prepare reports, where required, and deal with queries relating to errors/discrepancies, bank reconciliation and other financial matters including completion of year end, audits and statutory returns • Maintain the asset register • HR/Personnel administrative duties including recruitment, CPD records and staff letters • To manage health and safety records and ensure that certificates are up-to-date • To set, manage and monitor annual and long term budgets in consultation with the headteacher and trust • To provide reports as required for HT, LGB and Trust Board as required • To manage cleaning staff and the caretaker

	<ul style="list-style-type: none"> • To act as Information Champion with regard to HR and Finance and support the GDPR procedures across the school • To apply for and manage grants and CIF bids in order to support the funding of projects across the school • Flexibility to attend meetings which are required to fulfil the Finance Manager role • Take notes and minute formal meetings as required • To manage governor papers and support their production of governor paperwork.
General	<ul style="list-style-type: none"> • 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 Local 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