



St Mary's CE VA Primary School Finance Manager Job Description

Name	XXXX
Job Title	Finance Manager
Hours	Monday to Wednesday 20 hours per week
Grade	2020 Scale 6 Points 12-17 £10,379-£11,857
Reports to	Office Manager and Headteacher
Liaison with	Staff, pupils, parents/carers, external agencies, LA staff, Governors, members of public.
Job Purpose	To oversee financial arrangements and control and to assist the Headteacher in budget reviews, projections, setting and monitoring. To manage financial matters as delegated by the Headteacher.
Duties	<p>Finance and Accountancy</p> <ul style="list-style-type: none"> • Advising the Headteacher/SLT on general financial policy and planning. • Co-ordination of annual budget of income and expenditure for the school. • Monitoring the annual budget and presenting management reports to the Headteacher/governors/SLT, attending relevant meetings as requested. • Attending and reporting to governing body meetings in the evening twice per term. • Keeping analysis of costs and other statistical records. • Preparation, of long-term assessments of the future financial performance of the school. • Preparation of financial appraisals for projects, as required. • Financial administration of any school fund raising and income generating activities. • Oversee orders and deliveries and ensure correct destination. • Scrutinising statements and authorising invoices for payment in accordance with school policy. • Advising on the best utilisation of school funds and investing them accordingly. • Responsibility for the accurate completion and validity of payroll returns for the payment of all salaries and wages including PAYE, NIC and Superannuation. • Keeping all school accounts and preparing income and expenditure reports in accordance with DCSF financial regulations and preparation of accounts for submission to Essex County Council monthly and quarterly. • To undertake monthly reconciliation of the schools financial systems and all school accounts. • Be responsible for financial administration such as placing orders, invoicing, preparing cheques, ensuring suppliers are paid promptly, issuing receipts etc. • Preparing annual accounts and ensuring that external auditors effect audit within time limits. • Maintenance and oversight of bank accounts (investment deposit, non public etc) VAT accounting and payment if necessary, cash handling (collections and disbursements, banking and security). • To oversee the effective running of the school's cashless payment system and ensure that parent/carer accounts are kept up-to-date for school meals, breakfast and teatime club.

	<ul style="list-style-type: none"> • To supervise the preparation of school monies and make appropriate arrangements for banking if cash is received. • Responsibility for the financial organisation of school trips and events. • Ensure that licences required by the school are updated and in place. • Ordering of stock relating to the financial management of the school. • Be responsible for maintaining the school inventory. • Manage the financial arrangements for children having peripatetic music tuition and liaise with parents/carers. • Be responsible for balancing the stamp book. • Arrange and keep up to date with the schedule for updating, publishing etc. of Finance Regulations, Pay Policy and other documents related to effective financial and personnel management, including the Office Procedures Manual • Ensure that the school is following 'best value' procedures. • To be responsible for filing, security and retrieval of financial data, including appropriate backup of computerised records <p>Personnel</p> <ul style="list-style-type: none"> • To ensure that all staff are paid correctly and in accordance with the most up to date pay scales. • To maintain manual and computerised staff records in partnership with the Office Manager. • Finance related administration arising from, appointments, revision and resignation of staff. • Complete returns relating to staff absence and sickness in partnership with the Office Manager. • Complete monthly insurance claim forms. • Completion of Pay 6 Forms (Supply, Extra Duties, Overtime, Travel Claims, lettings for school premises and swimming pool etc.). • Pay queries, advising staff and liaising with Payroll. • Records relating to accident, injury or damage to property and appropriate returns. • Maintain records of supply teacher employment and arrange pay claims. • Financial tasks in connection with the recruitment of staff. • Completion of staff contracts of employment in liaison with Office Manager.
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. • To ensure compliance with Data Protection legislation • 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.

Employee's signature _____

Date _____

Headteacher's signature _____

Date _____

ST MARY'S SCHOOL BURNHAM-ON-CROUCH FINANCE MANAGER PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience in a busy office environment. Experience in financial management and budgeting. Experience of line management. NVQ Level 4 or equivalent qualification.
	Knowledge of relevant policies and procedures	Working knowledge of appropriate school financial policies and procedures.
	Literacy	Good reading and writing skills. Ability to communicate effectively in a clear and concise manner.
	Numeracy	NVQ Level 4 in Maths or equivalent. Ability to undertake complex financial/budgetary calculations.
	Technology	Ability to use word processor and wide range of financial and administrative IT packages.
Communication	Written	Ability to complete complex returns, write complex letters and reports.
	Verbal	Ability to exchange complex verbal information clearly and sensitively.
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role.
	Curriculum	Understanding of the learning experience provided by the school in relation to the role.
	Child Development	Understanding of the way in which children develop in relation to the role.
	Health & Well being	Understand the importance of physical and emotional wellbeing. Ability to support children who may be unwell.
Working with others	Working with partners	Establish effective relationships with those working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with the Senior Leadership Team, staff and pupils of the school.
	Team work	Ability to make a distinctive contribution to the work of a team both as a member and manager and continuously look for ways to improve team dynamics.
	Information	Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve.

Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail. Ability to remain calm under pressure.
	Line Management	Ability to manage, motivate and support the work of others.
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to work. Ability to resolve complex problems independently.
General	Equalities	Demonstrate a commitment to equality.
	Health & Safety	Understanding of Health & Safety.
	Child Protection	Understand and implement Child Protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance. Ability to transfer new knowledge to the workplace.