

Job Description

Job Title	Finance & Personnel Manager (Primary)
Grade	2020 Scale 7
Reports to	Headteacher
Job Purpose	<p>To oversee financial arrangements and control and to assist the Headteacher in budget reviews, projections, setting and monitoring.</p> <p>To manage financial matters as delegated by the Headteacher.</p> <p>To manage and maintain staff files and contracts in line with HR procedures</p> <p>To assist with the management of GDPR processes.</p>
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. • 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 • Preparation of long-term assessments of the schools fund raising and co-ordination of 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 • Establish all procedures associated with petty cash • To undertake monthly reconciliation of the schools financial systems and all school accounts • Preparing cheques for signature and ensuring suppliers are paid promptly • Preparing annual accounts and ensuring that external Auditors effect audit within time limits • Maintenance and oversight of bank accounts (investment deposit,

	<p>non public etc) VAT accounting and payment if necessary, cash handling (collections and disbursements, banking and security)</p> <ul style="list-style-type: none"> • Responsibility for the administration of the school transport, including organisation of school trips • Ordering of stock relating to the financial management of the school <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 line with HR procedures • To maintain the schools Single Central Record • Administration arising from, appointments, revision and resignation of staff • Returns relating to staff absence and sickness • 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, liaising with Payroll • Records relating to accident, injury or damage to property and appropriate returns • Administrative tasks in connection with the recruitment of staff • Completion of staff contracts of employment. <p>GDPR</p> <ul style="list-style-type: none"> • To ensure the School procedures and policies are compliant with the requirements of the General Data Protection Register (GDPR) and relevant legislation. • To assist the Headteacher in advising staff and governors on matters relating to GDPR • To assist the Headteacher in monitoring GDPR & Data processing practices. • To support the Headteacher to lead, develop, implement, and review Policies and Procedures on Data Protection Management. • Be the central contact for all Data Protection queries with regards to potential complaints and breaches, ensuring that requests for information are properly handled.
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

	<ul style="list-style-type: none"> • 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
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FINANCE & PERSONNEL MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	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	GCSE grade C or above (or equivalent) in English Ability to communicate effectively in a clear and concise manner
	Numeracy	GCSE grade C or above (or equivalent) in Maths 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	Oversite of medication administration if required
	Curriculum	
	Child Development	
	Health & Well being	Understand the importance of physical and emotional wellbeing
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 Management 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 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 highly 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