

Job Title	Finance Manager – Job Description
Grade	Band 6
Reports to	Headteacher
Job Purpose	To manage financial matters as delegated by the Headteacher. To oversee financial arrangements and control and to assist the Headteacher in budget reviews, projections, setting and monitoring.
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 school's fund raising and co-ordination of income generating activities • Oversee orders and deliveries and ensure correct destination • Scrutinising statements and authorizing 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 financial regulations and preparation of accounts for submission to the Christus Catholic Trust as required. • Establish all procedures associated with petty cash • To undertake monthly reconciliation of the school's 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 • VAT accounting, cash handling (collections and disbursements, banking and security) • Ordering of stock relating to the financial management of the school • Maintain the Asset register • To observe the Financial Regulations and advise on and update operating procedures. • Any other financial matters as agreed with the Head teacher.

	<p>Premises</p> <ul style="list-style-type: none"> • To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property • To co-ordinate the upkeep of all outside areas. To ensure the maintenance of boundaries • To co-ordinate the purchase, repair and maintenance of all furniture and fittings • To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the school's energy supplies • To maximise income generation and energy saving within the ethos of the school <p>Personnel</p> <ul style="list-style-type: none"> • To advise school staff on pay related matters • To advise the Headteacher and Governing Body on pay and contractual matters • To ensure that all staff are paid correctly and in accordance with the most up to date pay scales • Returns relating to staff absence and sickness • Completion of payroll submissions including overtime, absence returns and travel claims • Pay Queries, liaising with Payroll • Records relating to accident, injury or damage to property and appropriate returns <p>Administration</p> <ul style="list-style-type: none"> • To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness <p>To handle all other matters relating to finance and premises which may arise</p>
<p>General</p>	<ul style="list-style-type: none"> • To ensure data security and integrity • To ensure compliance with Data Protection legislation (GDPR) • To apply for appropriate sources of funding additional to the school's delegated budget • To oversee, in concert with the Headteacher and under the scrutiny of the Governors, such applications and ensure the appropriate expenditure of any funding obtained • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher. • 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

	<p>children and young people and expects all staff and volunteers to share in this commitment</p> <ul style="list-style-type: none">• 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
--	--

FINANCE MANAGER - Person Specification

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 Certificate of School Business Management
	Knowledge of relevant policies and procedures	Working knowledge of appropriate school financial policies and procedures
	Literacy	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	Proficient in the use of Word and Excel.
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
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop. Ability to support children who may be unwell
Working with others	Health & Well being	Understand the importance of physical and emotional wellbeing
	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