



THE BILLERICAY SCHOOL

A Compass Education Trust School

Job Title	Finance Manager
Grade/Salary	2020 Scale 9 (2019 Band 5) Point 29-33 (dependent on experience) £24,906.38 - £27,885.83
Hours	30 hours per week. 09.00 am – 3.30 pm (exact hours negotiable) Term time plus 3 weeks during school holidays
Date Required	As soon as reasonably possible
Closing Date	Monday 6 June 2022 at 09.00 am
Interview Date	Week commencing Monday 6 June 2022
Reporting To	Director Of Finance and Business Operations

Details

We seek a committed and enthusiastic person to join our Finance team.

The ideal candidate will be based in the Billericay School and will work under the direction of the Trust Director of Finance.

You should have experience in financial management and budgeting and confidence undertaking complex financial budgetary calculations. School experience is an advantage but not essential.

Principal Responsibilities

Main Duties

- To manage effective systems of internal control.
- To manage all issues in accordance with Financial Regulations.
- To work with the trust's central team on the payroll using Edupay.
- To have overall responsibility for the day to day financial management of the school including management accounts and VAT returns.
- To implement systems of financial control and to supervise them once in place.
- To contribute significantly to the preparation of the annual budget.
- In conjunction with the Headteacher, to be responsible for advising the Senior Management Team and Governing Body on all aspects of the school's finances and producing a commentary on the school's financial performance.
- To monitor actual budget against expenditure, identify and where possible resolve any significant variations, giving notice to the Headteacher/Governing Body about any irregularities
- To prepare financial reports for the Teaching Alliance and SCITT on a monthly basis.
- To support the Director of Finance and Operations with the statutory audit. Prepare documentation necessary for the annual audit.
- To prepare and implement Fixed Asset Accounting.
- To maintain the Assets Register
- To review and maximise income generation.
- To act as budget holder for certain expenditure cost centres



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- To attend governor's finance meetings for the purpose of providing information and giving advice.
- To liaise with other staff as appropriate in relation to staffing issues
- To assist with the management of premises including management of lettings.
- To work closely with the sports centre team and 3G team to ensure revenue is maximised.

Management

- To manage financial operations
- To manage finance staff and prioritise their work
- To manage the catering team
- To undertake appropriate induction, probation, training and development of finance staff
- To undertake PMR reviews for finance staff and catering manager

General

- 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 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

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.



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Category	Essential	Desirable
Application	<ul style="list-style-type: none">Well completed applicationTwo supportive references	
Qualifications	<ul style="list-style-type: none">NVQ Level 4 in Maths or equivalent	<ul style="list-style-type: none">NVQ Level 4 or equivalent in Finance or related field
Experience	<ul style="list-style-type: none">Experience in financial management and budgeting	<ul style="list-style-type: none">Experience in a school setting
Professional Development	<ul style="list-style-type: none">Willingness to undergo training, relevant to the role	<ul style="list-style-type: none">Evidence of continued learning/training in Finance or related field
Skills	<ul style="list-style-type: none">Ability to communicate effectively in writingAbility to negotiate effectively to achieve best outcomesAbility to manage difficult or controversial exchangesAbility to use word processor and wide range of financial and administrative IT packages	
Special Knowledge	<ul style="list-style-type: none">Ability to complete complex returns, write complex letters and reportsAbility to undertake complex financial/budgetary calculations	<ul style="list-style-type: none">Working knowledge of appropriate school financial policies and procedures.Knowledge of PS Financials
Personal Attributes	<ul style="list-style-type: none">Ability to exchange complex verbal information clearly and sensitivelyAbility to understand the importance of physical and emotional wellbeingAbility to establish effective relationships with those working in and with the schoolAbility to establish rapport and respectful and trusting relationships with the Senior Management Team, staff and pupils of the schoolAbility to make an distinctive contribution to the work of a team both as a member and manager	