

# FINANCE MANAGER

## Job Description



**Salary: BS10 (£28,221 - £29,055)**

**Hours of work: 37 hours per week. Term time plus 1 week of INSET and 1 week of holiday working (40 weeks).**

### Main purpose:

- To provide operational management of the finance department, from ensuring accurate financial reporting and financial control to managing cashflow, including improvement of finance processes.
- Providing monthly management accounts including annual cashflow forecast, budgets, annual statements and balance sheets, bank and credit card reconciliations, depreciation, prepayments and accruals, and audit preparation to trial balance.
- Administration of the school payroll.
- Organise and supervise finance systems within the school.
- Contribute to the planning, development and monitoring of school finances including coordination and delegation of relevant activities.

### Specifics:

- In the absence of the Business Manager, in conjunction with the Head Teacher, to take delegated responsibility for financial decisions.
- Identify and inform the Business Manager of the causes of significant variance and recommend corrective action.
- Develop and produce management reports, including reports to Governors and DfE.
- Take a lead role in planning, development, design, organisation and monitoring of financial systems in line with audit requirements.
- Line Management responsibilities, manage supervise and support the work of the Finance Staff.
- Undertake recruitment/induction/appraisal/training/mentoring for other staff.
- Take lead role in the development and maintenance of financial controls within the school.
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required.
- Work closely with the Business Manager to develop an annual school budget.
- Work closely with the Business Manager to ensure accurate closure of the year end accounts.
- Take lead role in pursuit of best value for money with regular suppliers.
- Provide advice and training to budget holders as required.
- Manage the administration of Payroll system.
- Undertake monthly reconciliation of key budget headings including standard funds, formula capital and external funding.
- Undertake monthly bank reconciliations.
- Work closely with Business Manager on completion of financial returns to the Education Services Funding Agency.
- Produce the monthly VAT return.
- Ensure timely and accurate banking of income.
- Take lead role in ensuring insurance is in place and complete insurance claims as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

**May 2018**