

Job Description – Finance Manager

Grade 7

£23,398 – £27,668 (Pro Rata)

30 hours per week / Term Time only plus 2 weeks.

Job purpose and content

To be responsible for the planning, development and implementation of the financial function and associated administration. In addition it is envisaged that the post holder will also assist the Business Director with the day to day management of the following areas:

- Human Resources
- Premises and facilities management
- Health, safety and security
- Support to the governing body and its committees.

1. To manage all business and financial processes relating to the school and prepare reports as required:

- Assisting the Business Director with budget preparation and forecasting;
- Responsible for year-end procedure and financial closure of all accounts. Creation of new financial year;
- Monitoring of income and expenditure in relation to the school's budget and producing regular reports to the Business Director and Senior Leadership Team;
- Managing the schools financial systems for public and private funds (SIMS FMS / Parent Pay / Private Fund Manager / Accounts Receivable);
- Ensuring budget holders are provided with regular updates and advice on matters relating to their budgets;
- Management of the Petty Cash System;
- Undertaking all month end procedures including the reconciliation and checking of payroll Reports and returns to Lancashire County Council;
- Identification and processing of journals, accruals and prepayments;
- Maintenance and oversight of all bank accounts including the school's charge card, ensuring monthly reconciliations are undertaken and presented to the Business Director and Principal on a monthly basis;
- Management of cheque / BACS payments;
- Preparation and submission of monthly VAT submissions;
- Assisting in the procurement process, including securing appropriate service contracts, licences and insurances;
- Maximise funding for the school through identifying income streams;
- Responsible for all internal and external audit procedures and self-evaluation;
- Maintaining the schools asset register and organising annual checks of stock;
- Manage cash flow to ensure that sufficient funds are in place at key times;
- Management of the schools Risk Policy and completion of the annual Statement of Internal Control;

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- Maintaining and updating of all policy documents relating to Finance;
- Organisation and running of the termly meetings of our local SBM Cluster;
- Ensuring that Value for Money is achieved and embedded.

2. To provide day to day management of the school's financial and HR functions through planning, developing, designing and monitoring systems and procedures:

- To ensure the provision of finance and HR support, including raising orders, processing invoices, cheque runs, routine correspondence, journals, recharges, HR contracts and associated returns to payroll and HR provider;
- To be responsible for producing annual and statutory returns e.g. SFVS, Best Value Statement, Costed SIP, and Costed PPG Statement. Oversight of the completion of the school work force census;
- Administrative support to the Business Director and Governors Resources Committee e.g. agenda, reports, policy documents, maintenance of web area;

3. Assist the Business Director with all operational issues relating to the school's premises and grounds:

- Strategic development of all premises and facilities;
- Day to day supervision of the work of Site Supervisors and Cleaning Staff;
- Day to day support to the Business Director with all aspects of health and safety, policy and administration;
- Supervision of the Site Supervisor to ensure that maintenance and service contracts compliance with statutory requirements;
- To assist in the production of an annual maintenance plan and budget;
- Responsibility for the monitoring and control of designated premises budgets.

4. To line manage a small team of finance and HR support staff.

5. To assist with income generation activities.

6. To contribute to the promotion and marketing of the school.

7. To support the implementation of the school's Health and Safety policies as required.

8. Any other duties as deemed necessary by the Business Director.