

JOB DESCRIPTION – Finance Manager



HOURS: 35 Hours per week Term time + 2 weeks	NAME OF SCHOOL: Olga Primary School and Malmesbury Primary school
POST TITLE: Finance Manager	GRADE: PO2
RESPONSIBLE TO: School Business Leader (SBL)	
STAFF SUPERVISED: <i>NONE</i>	
RESPONSIBLE FOR: The administration/management of financial processes and transactions across Olga and Malmesbury.	
PURPOSE OF THE JOB: - i.To be responsible for all finance processes and administration in relation to the day to day financial transactions for Olga and Malmesbury Primary Schools. - i.To accurately maintain the schools financial accounting system in respect of transactions under the leadership of SBL and Headteachers. - i.To create, manage and monitor the budget reporting and monthly variances under the leadership of the SBL. - v.To ensure all procedures relating to transactions are carried out in accordance with the school's financial regulations, good practice and relevant statutory legislation in line with LA and DFE requirements. - v.To ensure administration systems are kept up to date, accurate and regularly monitored. - i.To ensure there is a positive greeting for all visitors to the school.	
MAJOR DUTIES AND RESPONSIBILITIES • To be responsible for the day-to-day administration of the school finances and to ensure such matters are handled in accordance with all relevant financial regulations. • To liaise regularly with the Headteachers and SBL to keep them informed of all matters of importance connected to the management of the school's finances. • Ensure all pupils eligible for free school meals or pupil premium receive appropriate funding. • Ensure additional income, such as clubs, trips, nursery top ups) is monitored. • To ensure maintenance of proper accounting records. This includes all financial functions, VAT accounting, cash handling, public and private funds. • Comply with financial reporting requirements and submit statutory returns • To support the school leaders with financial accounts, balance sheets and reconciliation. • To monitor the actual budget all year round against expenditure and give notice to the Headteachers and SBL of any significant variations. • Assist the SBL with the annual budgets for approval by the Headteachers and Governors, with due regard to past records, trends, inflation and indications of the level of expected income. • To assist in providing budget details to the Headteachers and SBL for appropriate governor meetings throughout the year. • To make monthly checks in conjunction with the SBL for bank reconciliation and payroll returns. • To ensure the administration team complies with all financial regulations. • To support the SBL in payments of salaries by payroll services, ensuring that the required returns are completed to deadlines ie. superannuation, taxation, and national insurance. • To assist the SBL, where required, in completing the annual returns for agencies, TPA (pensions), HM Revenue and Customs (Income Tax, NI and VAT), ESFA (rates) etc. • To assist the SBL in preparing and submitting any financial returns as required by ESFA or the Department for Education. • To assist the SBL to prepare all the documentation necessary for the annual audit. • Where appropriate, to collaborate with others, to ensure services represent the best value for money, including cost effective procurement. • To liaise and work collaboratively with the local authority's finance department.	

- To liaise with suppliers to ensure invoices are received in good time and confirming their bank account details are correct and accurately recorded.
- To ensure prompt and accurate payment of supplier invoices.
- To prepare weekly BACS runs.
- To process orders for all departments ensuring that they are correctly coded and in line with the set budget.
- To assist in the delivery of goods, ensuring that they are checked and forwarded to the relevant person.
- To be familiar with local authority requirements to satisfy the school's financial procedures.
- To process and record creditor's invoices.
- To ensure that all payments to creditors are properly authorised in accordance with the school's financial regulations.
- To deal with the creditors' queries and statements either by telephone email or letter.
- To process all invoices in a timely manner.
- Raise purchase orders on all monies spent on the cards, uploading receipts and coding these on finance system, reconciling them on a monthly basis.
- Prepare relevant paperwork for invoice processing, orders, reimbursements and cheques.
- To ensure all processes are documented and assist in training colleagues where necessary.

Shared Roles

Shared role:

- To answer the telephone in a professional and efficient manner and record and pass on messages as appropriate.
- To greet parents, carers and visitors and deal with their requests in an efficient and professional manner.
- To ensure visitors sign in and are provided with a visitor's badge.
- To ensure that safeguarding procedures are followed for visitors.
- To complete any administrative tasks for the Headteacher, SBL, SEND coordinator or senior leaders as required.
- To provide refreshments for the Headteacher and the Headteacher's visitors as required.
- To produce high quality correspondence as required.
- To plan work to ensure all administration functions are completed in a timely manner.
- To ensure that all enquiries and messages are dealt with appropriately and confidentially.
- To work collaboratively with others in the School Administration Teams to ensure an excellent service and to provide cover where necessary, including covering Attendance in the absence of the Attendance Administrator (both school admin teams).

PROFESSIONAL CHARACTERISTICS

You must demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:

- inspiring trust and confidence;
- building team commitment;
- engaging and motivating pupils and staff; and
- analytical thinking.

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced CRB clearance.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To undertake other reasonable duties commensurate with the grade of the post

Date of issue:

Signature of Postholder: _____

Signature of Headteacher: _____

Person Specification – Finance Manager

1. Relevant qualifications and experience in financial management.
2. Working knowledge of financial school policies and procedures and DFE financial policy and procedure.
3. An ability to pass on messages reliably and accurately
4. Excellent IT skills
5. Excellent interpersonal skills in dealing with colleagues and visitors
6. Excellent communication skills
7. An ability to work under pressure and to deadlines
8. To be able to work in a flexible way in terms of adapting to unusual circumstances
9. To be very organised in file and paper management
10. To be able to work as part of a small, but interdependent team
11. An ability to take accurate minutes and reproduce them in a succinct way
12. To keep up to date with relevant employment conditions and the school's personnel procedures
13. A sense of humour and a willingness to engage in school activities and events