

JOB DESCRIPTION
St Peter's Catholic School

Finance Manager

Post Holder

Salary Grade Grade H, Scale Point Range 29 - 33

Contractual Weeks 52 weeks per year (Holidays by agreement, including 2 weeks at Christmas)

Contracted Hours 21 hours per week

The sourcing of new additional funds may attract an enhanced salary increment of up to an additional spinal point or 5% of the additional/new funds raised, whichever is the smaller, each financial year, to the maximum of the range and subject to outcomes of annual Performance Management

KEY ROLE AND RESPONSIBILITIES

The Finance Manager will work with the Headteacher and the School Business Manager to ensure that resources are used effectively to support the school's vision and objectives.

Advising and working with the School Business Manager (SBM) and through him/her to the Headteacher and Governors, the post holder is responsible for leading the School Finance Team. Attendance at the Governors Finance, Resources and Premises Committee (FRP) will be required each term.

The following represents the main areas of responsibility:

MAIN DUTIES

Strategy

- Prepare annual budgets which support school development aims and meet Education & Skills Funding Agency (ESFA) requirements
- Prepare monthly management accounts in liaison with the Senior Finance Officer, including budget variance analysis and full-year projections and other updates as agreed with the Headteacher and Governors to enable them to fulfil their responsibilities
- Propose revisions to the budget in response to significant or unforeseen developments
- Monitor all financial transactions and ensure best value and practice
- Identify and inform the Headteacher and SBM of the causes of any significant variance and recommend prompt corrective action
- Manage the annual closedown and preparation of outturn figures in liaison with the Senior Finance Officer and budget holders
- Review the draft statutory financial statements prepared by the external auditors prior to submission to the FRP Committee, to ensure accuracy and compliance with the Academies Accounts Direction
- Keep up to date with financial changes within the sector, attend network forums by agreement and advising the Headteacher, SBM and Governors as appropriate
- Review finance related School policies and the financial aspects of the School Risk Register as required and make recommendations for change where appropriate
- Review working practices and drive forward new technologies to streamline the functions of the department including financial access across the school
- Ensure skills within the team, recommending/providing appropriate training where necessary

Day to Day Operations

- Maintain and manage the accounting systems, Civica and Financial Planning System (FPS)
- Check/sample that financial transactions are correctly recorded and in accordance with regulations and budget limits and correct accounting periods
- Ensure receipts from Education & Skills Funding Agency (ESFA) and Bournemouth Council are correct
- Ensure VAT is recorded accurately and claimed on a regular monthly basis, authorising each claim
- Maintaining oversight of school bank account(s), Parent Pay and cash flow and ensuring monthly reconciliations are carried out
- Check the financial aspects of work carried out by school staff including handling of cash and banking, financial record keeping, sales of goods, trips and extra-curricular activities, plus school letting arrangements
- Authorise orders and payments including those made via credit card or direct bank transfer
- Manage any term deposits held with the bank to maximise interest received

Procurement

Working with the SBM to ensure the school achieves best value for money including:

- advising budget holders on planning and spending to ensure legitimate, cost effective and appropriate use of funds
- advising budget holders and Senior Leadership team on their authorisation responsibilities
- assisting in procurement exercises with SBM and presenting proposals and recommendations to the Headteacher and Governors, including tendering and SLA requirements
- putting formal finance agreements in place with suitable providers for agreed amounts at agreed times
- completing procurement justification grids as appropriate for purchases over the agreed threshold

Payroll

- Monitor and authorise monthly claims for expenses or additional hours in liaison with the HR Officer, ensuring they are sent to payroll by the agreed deadlines
- Ensure monthly checking of payroll is carried out, with any adjustments carried out in liaison with the payroll department
- Authorise and oversee the preparation and posting of the monthly payroll journal by the Senior Finance Officer, based on information received from the payroll service provider
- Maintain all payroll information on the Financial planning software (FPS) with regular liaison with the HR Officer and Deputy Head

General Finance

- Ensure the school operates at all times within the requirements of the Academies Financial Handbook and according to the Scheme of Delegation and other Governor decisions
- Prepare all financial statutory & statistical returns as required by ESFA, DfE, HMRC and other bodies
- Work with auditors, both internal and external to provide requested information as required for the termly and year-end reports
- Prepare written responses to formal internal control recommendations from internal and external auditors and oversee implementation
- Advise the School Business Manager, Headteacher and Governors if fraudulent activities are suspected or uncovered
- Ensure the school complies with PAYE, NI, VAT, Apprenticeship Levy and other legislation and that payments are correct and timely
- Manage the school's pension requirements including liaison with Teachers' Pension Agency and LGPS administrator in conjunction with payroll provider under the SLA arrangements

Income

Working with the SBM and with assistance from the Portsmouth Diocese Surveyor, to submit Condition Improvement Grants applications in line with the priorities agreed by the FRP

Working with the SBM and Site Manager to increase the potential income received through the hire of school facilities, increasing use of both sites in line with the lettings policy

The following section may attract an enhanced salary increment of up to an additional spinal point or 5% of the additional/new funds raised, whichever is the smaller, each financial year, to the maximum of the salary range, subject to annual Performance Management

Additional Fund Raising

To be responsible for identifying, developing and maximising potential revenue streams available to the school through general or specific grants including the following:

- Research fundraising opportunities and write grant applications to charitable trusts or statutory bodies
- Ensure any processing of individuals' personal data for fundraising purposes complies with data protection laws
- Devise and organise fundraising campaigns and support the work of the Parent Teacher Association
- Spot fundraising opportunities and raise awareness of the Academy's work and facilities
- Build relationships with major donors or companies and make presentations if required
- Ensure major donors or companies are happy with their donation scheme and are kept updated

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Signed Post Holder Date

Signed Headteacher Date

Agreed Date:

Review Date:

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.