

JOB DESCRIPTION FOR FINANCE MANAGER

NAME:

TITLE OF POST: FINANCE MANAGER

RESPONSIBLE TO: Chief Finance & Operations Officer

SALARY GRADE: Scale 10

PURPOSE OF THE JOB

To be responsible for the development, operation and management of the financial functions of the school. Line Management of the Finance Team

RESPONSIBILITIES

- To manage effective systems of internal control.
- To manage all issues in accordance with the Financial Regulations.
- To be responsible for all payroll returns and reconciliations
- To have overall responsibility for the day to day financial management of the school.
- To implement systems of financial control and to supervise them once in place.
- To contribute significantly to the preparation of the annual budget and to transfer the approved budget to the computer system within the associated expenditure and cash profiling.
- To be responsible for the school charge card use and ensure Financial Regs are complied with.
- To update Financial Regulations when required.
- To assist with the preparation of reports and returns required by the Governing Body, the LEA and EFA etc.
- Monitor actual budget against expenditure, identify and where possible resolve any significant variations, giving notice to the Chief Finance & Operations Officer about any irregularities.
- To make budget reports available to budget holders on request.
- Maintain the Register of Business Interests for budget holders.
- Attend Governors Resources meetings for the purpose of providing information.
- To liaise with other staff as appropriate to ensure the finance systems are kept up to date and synchronised with HR systems.
- Responsible for raising invoices to lettings/students etc and timely collection of all debts.
- Management of the school bank accounts for public funds, including reconciliation, regular checks and management of Petty Cash
- To receive and check income.
- Supervise the Parentpay and Cashless systems in relation to student accounts and cash collection.

- Manage the VAT reconciliation and claims.
- Assist with monitoring and reporting cash flow.
- Have oversight of the financial elements of trips.

MANAGEMENT

- Manage Financial Operations.
- To manage finance staff and prioritise their work.
- Undertake appropriate induction, probation, training and development of finance staff.
- Undertake performance management reviews for Finance Staff.

GENERAL

- To participate in the performance management 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 job description does not define in detail all the duties/responsibilities of the post; it will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.