



JOB DESCRIPTION FINANCE MANAGER

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Post: Finance Manager

Salary: Level 5 (12-17)/ Level 6 (16-22) dependent on experience

Responsible to: The Headteacher

Purpose of Job: To support the school in attaining its aims and objectives by providing an effective secretarial, and administrative service within the school and assisting the headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of the school finances

Main Responsibilities

1. Maintain, operate and review efficient administrative support systems in accordance with agreed criteria and resources to meet the needs of the school.
2. Provide a timely and effective secretarial and administrative support service to the Headteacher of the school in accordance with good secretarial practice
3. Maintain records and systems in accordance with approved regulations and standards to assist the Headteacher in the efficient management of the budget. Advising on budget position and budget preparation having an oversight of all accounts – reporting difficulties to the Headteacher
4. Management and maintenance of the bank account.
5. Management of 'Ororvia' for school budget and reconciling spreadsheets of school expenditure and assisting in budgetary forecasts.
6. Liaise with staff to plan, monitor and evaluate the expenditure of Pupil Premium Funding and the Sports Grant
7. Carry out ordering and invoicing procedures in accordance with financial regulations to assist with the maintenance of budgetary commitment. Monitoring quality of purchases and seek out new supplies as appropriate.
8. Ensure school complies with VAT legislation
9. Monitor payroll information, checking for accuracy and ensuring compliance with pay policy.



10. Operation of the school letting policy, taking bookings and invoicing for use in conjunction with the Site Manager
11. Ensure the effective reception of all visitors and telephone enquiries to the school in accordance with standards and procedures required.
12. Operate all computerised data systems including finance/budget information, including the use of SIMs system.
13. Be fully responsible for all aspects - monetary/booking for breakfast/after school club (Pit Stop) and liaise with Pit Stop staff.
14. Management of Time credits system including quarterly reporting
15. Leads on the seeking of sponsorship and other means of accessing additional grant monies to support the school.
16. Locating, collating, analysing and presenting information
17. Operate reprographic equipment in order to provide a timely and efficient service in accordance with the standards required by the Headteacher.
18. Maintain filing systems
19. Any other duties consistent with the post.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in conjunction with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Flexibility Clause

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections and departments.