

CONTEXT SHEET

JOB FAMILY	BUSINESS SUPPORT
ROLE	FINANCE
GRADE	7
What will your role be in addition to the duties in the Job Description?	
<p>In addition to the responsibility of managing an efficient administrative service you will be responsible for the full and effective financial function within the school. This involves the collection, accounting and banking of all cash, preparing accounts, assisting the Business Manager/Headteacher/Leadership Team in the monitoring of the school budget, providing financial analysis, preparation of financial proposals and make recommendations.</p> <p>With responsibility for liaising and presenting information to staff and governors regarding school finances including production of reports, financial summaries, statistical data, managing budgets, and preparing budget plans.</p> <p>Will take appropriate action to resolve financial queries.</p>	
Specific Duties	
<ul style="list-style-type: none"> • Responsible for collecting, accounting and banking all cash received through raised school funds, school enabling account, LA reimbursements/payments and other associated financial systems such as college funds, enterprise, etc. • Responsible for the monitoring and input of all financial information relating to the schools' bank fund and enabling account into the computer, and operate such other systems as may be required by the LA for completion. • To be responsible for the administration of the school's enabling / bank account, such as writing cheques where required. • To manage and monitor petty cash accounts and procedures, including stamps/postage. • To ensure expenditure of the SAP report agrees with the actual salaries, sickness benefits and temporary allowances and report any discrepancies to the Business Manager and Headteacher / Resource Committee. • To take swift action in solving incorrect accounts information and wrongly coded items. 	

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- To monitor all grant funding e.g. Pupil Premium, Sports Premium, Numeracy, Literacy Catch Up, Bursary, DFC.
- Responsible for payment of accounts in line with established procedures and maintain records of expenditure.
- To balance the schools enabling account and complete monthly returns to the LA and complete year end procedures.
- Preparing school fund accounts for audit.
- To prepare, in consultation with the Business Manager and Headteacher, a school budget plan based on the school improvement plan.
- Make recommendations to the Business Manager and Headteacher about the most appropriate investment of school funds.
- To assist the Business Manager and Headteacher in the preparation, implementation, monitoring and managing the schools budget including delegation and monitoring headings within the school.
- To keep staff, Business Manager, Headteacher, Governing Body and the LA fully informed about the position of the budget as and when required through the production of reports financial summaries and statistical data.
- To attend school meetings as required to present financial reports.
- To be responsible for all lettings and associated activities from outside bodies, issue invoices, monitor usage of facilities including the generation of income.
- To write and apply for bids/grants in line with the schools' improvements plan and vision for the future of the school.

RESPONSIBLE TO: Business Manager

RESPONSIBLE FOR: None

Context Reference No	SS/BS07/Fin/ Woodley
Context Prepared / Amended	JUNE 2020