JOB DESCRIPTION
All Saints Catholic High School

Finance Manager

Post Holder	
Salary Grade	7
Contractual Weeks	52 weeks per year
Contracted Hours	37 hours per week

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) may be required.

The following represents the main areas of responsibility:

MAIN DUTIES

Strategy

- Assist the SBM with preparation of annual budgets
- Prepare monthly management account returns to the LA in liaison with the SBM, 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 SBM
- Keep up to date with financial changes within the sector and attend network forums on a termly basis
- 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, FMS and Money Manager
- Check/sample that financial transactions are correctly recorded and in accordance with regulations and budget limits and correct accounting periods
- Ensure monthly receipts from LA 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 school asset register

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
- 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 information as appropriate for purchases over the agreed threshold

General Finance

- Ensure the school operates at all times within the requirements of the LA Financial Handbook and according to the Scheme of Delegation and other Governor decisions
- Prepare all financial statutory & statistical returns as required by LA and other bodies
- Work with internal auditors to provide requested information as required for year-end reports
- Advise the School Business Manager, Headteacher and Governors if fraudulent activities are suspected or uncovered

Income

Working with the SBM and with assistance from the Finance Team, to research and submit Grants applications in line with the priorities agreed by the SLT

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.

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.

EMPLOYEE SPECIFICATION

DIRECTORATE: All Schools Model

JOB TITLE: Advanced Business Support Officer - Finance (7) **GRADE: 7**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	**RELEVANT EXPERIENCE**	1.1	Proven experience of administrative or business support and financial duties.		A
		1.2	Experience of working with *computer packages e.g. Microsoft Word, Excel and Access.*	Application Form / Selection Process	A
		1.3	Supervisory experience to include staff performance, development and training.		A
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	Numeracy and literacy skills in order to produce complex and specialist documentation and statistical information including, the collation and accounting for cash.	Application Form / Selection Process	A
		2.2	Business & Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills.		A
3.	**GENERAL AND SPECIAL KNOWLEDGE**	3.1	Knowledge of computerised financial systems and accounting procedures.		A
		3.2	Understanding of the basic principles of customer care and providing an effective service.	Application Form/ Selection Process	A
		3.3	Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post		A
4.	**SKILLS AND ABILITIES**	4.1	Literacy skills to produce a range of complex documents including letters, management reports and make appropriate recommendations.		A
		4.2	Numeracy skills to be able to manage, monitor budgets and to structure	Application Form/ Selection Process	A

			and analyse complex statistical information including preparing financial proposals.		
		4.3	Ability to manage and lead a team of staff and monitor their performance and provide appropriate support and training.		A
		4.4	Ability to deal with complex financial queries and take appropriate action to resolve them.		A
		4.5	Ability to carry out research, analyse and present information in support of projects.		A
		4.6	Ability to process and account for all cash, invoices, grant funding, budgets cheques and prepare budget plans.		A
5.	**ANY ADDITIONAL FACTORS**	5.1	Commitment to undertake continued training and development		A
		5.2	To be supportive of the Catholic/Christian ethos of the school.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Prepared/Amended	JAN 2015
Refers to Estab(s)	Schools
REF	BS07/FIN