

JOB DESCRIPTION

Job Title: Finance Manager
Grade 7 – £29,055 - £32,233

Responsible to: Trust Director of Finance

Main Purpose of the Job:

Under the direction of the Trust Director of Finance to provide an efficient, responsive and high quality finance service in support of the school and the Trust. This involves:

- Managing the operational day- to-day financial transactional needs of the Academy e.g. in terms of the oversight of all accounts, processing of orders and invoices, cash and banking systems.
- Supporting the production of both monthly and annual accounts.
- Ensuring the academy makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Ensure implementation of internal controls against audit recommendations and ensure there is compliance within procedures.
- Ensuring compliance with statutory and academy policies and procedures relating to the role.

Main Duties and Responsibilities:

Purchase orders and purchase invoices:

1. Setting up of new suppliers approved in the finance system.
2. Produce/Authorise purchase orders following the agreed approval system to be sent to suppliers.
3. To seek the appropriate authorisation of invoices following the Academy's scheme of delegation.
4. To make supplier payments by BACs or cheque.
5. To analyse and monitor aged creditors reports.
6. To keep the appropriate documentation under a central filing system to audit standard.

Sales orders and sales invoices:

7. To set up new clients approved in the finance system.

8. To raise sales invoices from requisition forms received.
9. To analyse aged debtors reports and to investigate aged transactions as part of credit control procedures.
10. To liaise with colleagues to ensure the timely receipt of outstanding income from external organisations.

Cash and Banking:

11. To have overall responsibility for the receipt, counting, safekeeping and banking of all monies received by the academy.
12. Monthly reconciliation of the academy's petty cash, bank account and credit card statements.
13. To create journals for direct debits and standing orders paid from the Academy's bank account
14. To create a monthly payroll journal
15. To ensure the security of cash on academy premises

Educational visits:

16. To manage the educational visits cost centre, recording of transactions and balances, related claims and to support colleagues with financial arrangements for this area

Management Accounting:

17. To develop and maintain systems to provide up to date, efficient and effective financial reporting on which control of delegated budgets will be managed.
18. To assist devolved budget holders in managing their budgets to enable them to monitor performance and forecast commitments, providing further financial analysis as necessary.
19. To investigate as and when required potential inaccuracies contained within the financial information base and take steps to rectify by processing or preparing monthly journals adjustments.
20. To ensure all income and expenditure relating to specific grants is reflected in the ledger and reconciles to funding statements/notified allocations and the academy's action plans.
21. To oversee the effective monitoring and evaluating cash flow.
22. To assist with month end routine close down procedures, preparing accruals, prepayments and all other accounting adjustments necessary for month end.

23. To assist with internal recharges.
24. To assist in the annual budget setting process.
25. To input in the ongoing maintenance and development of the Academy's chart of accounts.
26. To oversee the production and maintenance of the school's fixed-asset and other registers.
27. To ensure that the academy's scheme of delegation is regularly maintained, in particular the register of authorised signatories.

Other Duties:

28. To submit overtime sheets, lunch duty claims, additional hours, to payroll on a monthly basis, carrying out pre-bacs payroll checks and production of post-bacs payroll report)
29. To maintain a system of recording staff expenses and overtime claims submitted for processing by the Academy's external payroll provider.
30. To ensure that financial regulations are adhered to.
31. To assist the Trust Director of Finance and Business and Operations Manager in researching and collating information for value for money scrutiny exercises, financial tender evaluations or benchmarking exercises.
32. To assist the Trust Director of Finance in costing exercises required for service development or specific initiatives – use of pupil premium, and subsequent monitoring and impact on the budget.
33. To provide the academy's internal and external auditors with source documents or information requested through the course of their audits.
34. To oversee the academy's insurance policies and to make relevant claims.
35. To contribute to the development and maintenance of financial systems and processes.
36. To maintain orderly filing systems for all financial records including purchase orders, sales invoices, purchase invoices, bank statements etc. to audit standard.
37. To deal with general finance queries.

General duties and responsibilities:

38. To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the role.
39. To safeguard the welfare of children.
40. To report risk to a member of SLT.
41. To keep the Trust Director of Finance fully informed of all matters that they are involved in and initiatives they undertake.
42. To cover for absent colleagues, as appropriately required.
43. To participate and attend meetings and training as appropriate including INSET days.
44. To keep up to date with financial regulations and related policies and advise appropriate staff accordingly.
45. To take an active role in own professional development in line with performance management objectives and the experience/ career development grading scheme.
46. Co-operate with the employer on all issues to do with health, safety and welfare.
47. To ensure confidentiality is maintained at all times.
48. To work in accordance with all academy procedures and policies, to adhere to the academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
49. To actively support academy Initiatives and the academy's Mission Statement.
50. To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS check.

PERSON SPECIFICATION

Finance Manager

For this job we are looking for:

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures in an academy/accountancy setting.

Minimum Association of Accounting Technicians (AAT) qualification. Ideally working towards a higher level professional accountancy (CCAB) qualification.

Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure, including prepayments and accruals.

A sound understanding of bookkeeping/accountancy skills and a commitment to undertake further study.

Experience of computer based financial accounting software. Knowledge of PS Financials or equivalent software systems is desirable.

An understanding of audit requirements and experience in monitoring budgets

Successful experience of implementing, developing and maintaining and effective financial information management systems in a busy office environment.

Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.

Excellent IT skills including high level skills with Microsoft Word, Excel and Outlook. And the ability to use financial management software packages or similar systems.

Ability to develop and review financial systems and procedures and implement improvements.

Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.

Ability to ensure that colleagues across the organisation are familiar with, and adhere to, expectations of them around financial practice and processes.

Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Good organisational skills to meet any financial deadlines as required throughout the school financial year (e.g. ESFA expectations, governor/Trustee deadlines)

Willingness to attend any training courses as may be required in the future.

Experience and Knowledge

- Experience and understanding of sound procurement and internal control procedures is essential.
- Experience of developing school or academies financial systems is desirable alongside a knowledge of academy financial rules and regulations.
- Successful experience of working in a school or academy financial management role, or in a similar position working alongside schools is desirable.
- Experience of managing large and complex budgets is essential;
- Experience of developing school or academies financial systems is desirable but is not essential for the role.
- Knowledge of VAT regulations would be an advantage.

The post holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).