

JOB DESCRIPTION

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MOORDOWN ST JOHN'S CE PRIMARY SCHOOL

Post Title: School Finance Manager
Grade: Grade 9, points 31 - 34
Reporting to Headteacher

1 Job Purpose & Objectives

The School Finance Manager will make a significant contribution to the growth, development, efficient and smooth running of this Church of England School, contributing to its Christian ethos. As the person with responsibility and accountability for both the day to day management and strategic development of the School's Finances and school, the School Finance Manager's role will underpin the work done within the curriculum, the pastoral support for students and the School's role within the wider community.

2 Main Responsibilities and Accountabilities

- a) Ensure excellent relationships with pupils, staff and parents to ensure that an effective service is provided to each of these stakeholders.
- b) The development and management of the School's financial procedures and systems.
- c) Prepare the Academy for internal and external audit and work in conjunction with auditors.
- d) Provide financial reports and updates to the Board of Directors.
- e) The generation of additional income.
- f) To work closely with the Senior Leadership Team and Site Manager, ensuring best value through School contracts.
- g) Liaise effectively with the Academy Business Managers and the Umbrella Trust Office to foster working relationships and share good practice within the Bringing Schools Together trust (BST).
- h) Liaise with the ESFA and other stakeholders as may be necessary from time to time to oversee compliance within the Academy.

3 Management Responsibility

- a) To take delegated responsibility for financial decisions following appropriate discussions with the Headteacher.
- b) Implement change as directed in accordance with the School Development Plan.
- c) Provide outstanding operational management for all areas of responsibility.
- d) Maintain an up-to-date understanding of relevant educational issues, policies and legislation, and incorporate the implications within the operation of your role.
- e) Support the maintenance and enhancement of the school's ethos and mission through your own outstanding professional conduct and high expectations of others.
- f) Line manage the school's Finance Assistant, including appraisal.
- g) Ensure all finance staff have appropriate opportunities for professional development.

4 Detail

4.1 Finance and Reporting

- a) Advise the Headteacher, SLT and Directors on general financial policy.
- b) Ensure the financial transactions of the school are up to date to ensure accurate budget monitoring.
- c) Preparing for and submitting reports to the ESFA.
- d) Preparing for and representing the school at internal and end of year audits.
- e) Oversee the ordering, receipt of goods and authorisation of payments through the school's financial system.
- f) Ensure that adequate purchasing and payment systems and procedures are in place and implemented (e.g. stock / invoice agreement / petty cash etc).
- g) Ensure that cash systems and procedures are in place and implemented.
- h) Collection and reconciliation of school funds, cash collections and dinner money.
- i) Oversee the schools online finance payment system
- j) Oversee the reconciliation of school funds online and cash collections.
- k) Oversee petty cash transactions.

4.2 Human Resources and Payroll

- a) To perform monthly payroll reconciliations
- b) In conjunction with the School Admin & Personnel Manager, manage the school's payroll provision with the payroll provider.

4.3 Income Generation

- a) Investigate, source and maximise the School's income from other sources, including those supporting capital developments.
- b) Working with the School Leadership Team, the Site Manager and the Finance Assistant, investigate and develop new ideas and approaches to generate additional income through marketing, new and current business links, sponsorship and other funding streams.
- c) Maintain an understanding of the facilities available within the school, to optimise the income available from lettings and services.
- d) Keep all income-generation activities under review to ensure maximum income and cost-effectiveness.

4.4 Facilities

- a) Work in collaboration with the Site Manager and Senior Leadership Team to oversee and direct a programme of maintenance and refurbishment of the school.

4.5 General

- a) Attend, contribute to and take the Chair in meetings as requested by the Headteacher including relevant Directors' meetings and in the local business community.
- b) Undertake other duties as deemed appropriate by the Headteacher.
- c) Contribute to the wider life of the academy and its community through out of hours and BST (Bringing Schools Together) partnership work.
- d) Prepare and present financial reports and updates to the academy's Directors as required.

5 Key Contacts and Relationships

Polite contact and communication is expected at all times whether dealing with pupils, staff colleagues, school directors, parents/carers, school visitors, visiting professionals or volunteer helpers.

Frequency of contact with these people will vary from day to day. Some communications can be of a delicate nature. Confidentiality must be maintained at all times (excluding safeguarding concerns, which must be shared immediately with the school's Designated Safeguarding Lead).

6 Safeguarding

Our school is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Enhanced DBS and Childcare Disqualification checks.

The job-holder is expected to adhere to, and ensure compliance with, relevant Safeguarding/Child Protection policies and procedures at all times. If in the course of carrying out duties of the role, the job-holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report the concerns to the school's Designated Safeguarding Lead.

7 Other

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his delegated representative.