

Role Profile

Finance Manager

Role Summary:	<p>The Finance Manager will manage the finance functions of the school under the direction of the School Business Manager. They will deliver highly effective support services in line with the overall strategy and priorities of the school ensuring statutory accounting and compliance.</p> <p>The successful candidate will ideally be AAT qualified (preferred) or studying towards an accountancy qualification (AAT/ACCA/CIMA) and have previous experience in day-to day management of the financial function in a busy environment. They will be highly confident with MS Excel and have experience in financial management systems. The role holder must be able to use their own initiative, demonstrate excellent attention to detail, accuracy and organisational skills and maintain good communication with the School Business Manager, SLT, support team and wider school community.</p>
Site:	Undershaw and Tower Road sites
Hours:	Full Time. Monday to Thursday 08:20 – 16:30, Friday 08:20 -15:40 Term time only + 2 weeks
Salary	Undershaw band 9 - £40,296 - £43,735 (actual £37,041-£40,202 pro rata for term time only)
Terms:	Permanent contract (6-month probationary period)
Responsible for:	Finance/Purchasing Assistant
Responsible to:	School Business Manager

Job Purpose

The Finance Manager is responsible for the effective financial management and strategic planning of the school's resources, ensuring compliance with all relevant financial regulations and supporting the delivery of high-quality education for students with SEND. The Finance Manager will assist the School Business Manager (SBM) and other Senior Leaders to ensure the school achieves its aims and objectives.

Financial Management

- Ensure the effective and efficient operation of the Finance Department.
- Work collaboratively with the school's accountants in the preparation and filing of annual company and charity accounts.
- Keep records in accordance with the school's record retention schedule and data protection law always ensuring information security and confidentiality.
- To work with the SBM to develop, implement and monitor procurement and value for money processes.

- Maintain and manage the accounting system (Xero) and adapt to meet the changing requirements of the school.
- Correctly record financial transactions in accordance with regulations and budget limits (as set out in the school's financial protocol) and correct accounting periods
- Undertake all payment and expense runs.
- Obtain quotes when required and manage school subscriptions.
- Maintain oversight of the school's banks accounts, parent payment system (Evolve), and school credit cards ensuring monthly reconciliations are carried out.
- Manage cash-flow.
- Administer all finance records for banking and authorise orders and payments (in accordance with limits set out in the Financial Protocol) including those made via credit card or direct bank transfer.
- Manage the School's Asset Register and account for the acquisition, disposal, retirement and depreciation of assets in accordance with the School's Financial Protocol.
- Undertake month-end and year-end reconciliations and analysis, including year-end production of accruals and prepayments.
- Prepare period-end and ad-hoc management accounts for the School Business Manager.
- Ensure that lettings invoices are sent out monthly and non-payments chased.
- Liaise with the Marketing and Fundraising staff to manage the fundraising account.
- Submit timely Gift Aid Returns.
- To ensure that all aspects of financial management for school trips are overseen and that trips are fully costed before being published to parents.
- Process applications for free school meal funding and maintain FMS and PPG records on the school's MIS system.
- Oversee preparation of information and returns for the LA, DfE and other agencies and stakeholders within statutory guidelines.
- Produce regular reports for senior leadership, governors, and trustees on financial performance.
- Conduct financial analysis to inform strategic decision-making.
- Manage the annual audit process and liaise with external auditors.

Procurement

- Line manage the Finance / Purchasing Assistant
- Review and negotiate contracts with suppliers, ensuring best value for money.
- Oversee procurement processes in compliance with the school's financial policies.
- Monitor spending to identify cost-saving opportunities without compromising quality.

School Fees:

- Manage the overall school fee administration and invoicing.
- Provide initial follow-up and report on outstanding invoices.
- Act as the main point of contact with the Local Authorities regarding fee invoicing.

Payroll and Pension:

- Monitor and authorise monthly claims for expenses or additional hours in liaison with the HR Manager.
- Prepare input for monthly payroll and ensure salaries are paid by BACS each month on agreed date.
- Ensure monthly checking of payroll is carried out, with any adjustments carried out in liaison with the School Business Manager and the Headteacher.
- Monitor and reconcile payroll reports.
- Act as the main point of contact for and liaise with the payroll company.

- Manage the school's pension requirements including liaison with Teachers' Pension Agency and NEST pension for support staff in conjunction with the payroll provider, including filing monthly and annual Teachers' Pension returns.
- To complete any required ONS reports.

General Commitment to the Role

- Always maintain the highest standards of confidentiality and in line with the school's policies.
- Willingness to conform to the school's aim and policies.
- Flexibility in your approach.
- Awareness and understanding of Safeguarding and Child Protection issues.
- Ensure compliance with General Data Protection Regulation (GDPR).
- Ensure compliance with legal requirements and that legal advice is sought as required.
- Ensure and display commitment to the implementation of the school vision and ethos.
- Always remain committed to the school's policies and ensure these are followed.

Communication & Collaborative Working

- Manage policies around the areas of responsibility and ensure they are kept updated
- Chair regular line management meetings, keeping records of all communications
- Ensure accurate record keeping, documentation drafting, information gathering and contributing to reviews, investigations and report writing as required
- Promote an integrated way of working ensuring that all teams and support networks collaborate and take a multi-disciplinary approach to working together and supporting all students
- Contribute to the Admissions processes and specifically to Funding and Contract arrangements

Equal Opportunities and School Vision:

- Ensure and display commitment to the implementation of the school vision and ethos.
- Always remain committed to the school's policies and ensure these are followed.

Safeguarding

- Set the highest standard of example in terms of safeguarding and professional behaviours in line with the most up to date guidance, including KCSIE and WTTSC and supporting with embedding these within the culture of the school

Other

- To carry out any other duties as identified by the Headteacher commensurate with the grading and level of responsibility of the post.

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Finance Manager: Personal Specification

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • AAT qualified (preferred) or studying towards an accountancy qualification (AAT/ACCA/CIMA) • Previous experience of continuous professional development in financial management • Working within a busy finance department 	<ul style="list-style-type: none"> • AAT qualified
Experience	<ul style="list-style-type: none"> • Be proficient in MS Excel • Proven experience in financial management • Experience in financial reporting and financial analysis • Payroll experience • Previous experience of working within a busy finance department 	<ul style="list-style-type: none"> • Experience in the education or charity sector • Experience of financial systems such as Xero, Approval Max and XFE • Experience of all elements of VAT • Experience of administrating Teacher's Pensions
Skills & Abilities	<ul style="list-style-type: none"> • High attention to detail and accuracy • Ability to work under pressure and manage multiple priorities • Strong analytical skills with the ability to interpret complex financial data • Excellent organisational skills and the ability to prioritise tasks effectively • Commitment to maintaining confidentiality at all times 	
IT & Digital Skills	<ul style="list-style-type: none"> • Good IT skills including proficiency in Excel and financial management software 	
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and proactive with a positive attitude and strong work ethic • Collaborative and able to work effectively with a range of stakeholders • Ability to work independently and use own initiative 	
Other Requirements	<ul style="list-style-type: none"> • Suitability to work with children (A full DBS will be applied for) • Commitment to the values and ethos of the school • Willingness to attend school events • Willingness to complete statutory training courses 	<ul style="list-style-type: none"> • Driving licence and own transport

