**BOWER GROVE SCHOOL**

**Job Description**

**Finance Manager**

**Name:**

**Pay Range: Kent Range 10**

**Line Manager: Headteacher**

**Hours: 37 per week (39 weeks + 2 weeks) – flexibility will be considered**

**General Responsibilities**

To be responsible for the financial management of the school ensuring all KCC regulations and legislative requirements are met for the school budget. To handle all sensitive and confidential matters with discretion.

**Financial Duties**

* Prepare the school’s annual 3 year budget plan for approval by the governors, including pupil number projections and staffing.
* Monitor the agreed budget and account for any variances that may arise on income and expenditure and advise on action to be taken if necessary.
* Prepare financial reports and returns to the SLT, Governors and Local Authority.
* To be an associate member of the Finance and Resources Governor Team taking an active role in preparation for meetings and statutory requirements. E.g. relevant policy reviews.
* To undertake regular financial monitoring with SLT and other staff as required.
* To produce the School Development Plan and regular updates for the Headteacher and Governors.
* To be responsible for compiling the school’s Financial Value Standard document for submission to the DfE.
* To compile the school’s financial Risk Register as required by the Local Authority.
* To make submissions to the school’s payroll provider for additional payments, e.g. expenses, overtime, unpaid leave.
* To monitor monthly payroll for school budget.
* To Line Manage Finance Assistants within the Finance Team ensuring day-to-day procedures are adhered to and liaise on any issues on any issues arising as required.
* To provide financial and strategic support to SLT in particular supporting the Headteacher in a consultative/administrative capacity in all finance matters
* To be an active member of the Senior Leadership Team
* To have full understanding of school finance policy and ensure all financial policies are kept up to date
* To demonstrate strategic financial planning to ensure the school retains a surplus balance within all possible capability.
* Take active steps to reduce and limit spending by comparing prices, reviewing contracts and re-negotiating servicing arrangements with external providers
* To undertake line management of the Finance Team.
* To oversee PP and Free School Meals data to ensure it is correct for each census submission
* Manage the use of school money and weekly and end of term banking
* Identify national grants and funding streams and submitting applications as required in consultation with the Headteacher and Governors. This will include writing tenders and bids that are compliant with regulations.

This job description will be reviewed on an annual basis through the Appraisal Process. In addition it may be amended at any time after consultation with the Headteacher.

**Signed:……………………………………….. Date:……………………………………….**

**Signed:……………………………………….. Headteacher**

# Person specification (Bold indicates essential; *italics indicate desirable*)

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| criteria | qualities |
| Qualifications  and experience | * **GCSE English and Maths Grade C or Equivalent and above** * Experience of working in a school * Experience managing a team * **Experience working with senior members of staff** * **Five years’ Finance experience** |
| Skills and knowledge | * An understanding of the scheme for schools * **Has excellent organisational skills and the ability to multitask, work under pressure and manage a diverse workload** * **Excellent communication skills and style, both verbally and in writing** * **Able to communicate effectively across all levels and to a varied range of Stakeholders** * **Ability to think on your feet, react quickly and effectively in sensitive situations** * **Good understanding of support service requirements and the ability to consistently deliver to and beyond expectations** * **Excellent time management and prioritisation skills with the ability to work to deadlines** * **Competent in Microsoft Office and Excel** * **Ability to use initiative on a continuous basis to communicate confidently and effectively with all stakeholders** * **Excellent attention to detail** |
| Personal qualities | * **Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy** * **Willingness to attend training and development as required.** * **A positive and ‘Can do’ attitude.** * **A strong team player who will contribute to the wider development of the school** * **Will be able to always demonstrate professionalism and confidentiality** * **Commitment to safeguarding and promoting the welfare of children and young people** * **Ability to motivate others** |