

# ST JOHN'S CHURCH OF ENGLAND (VC) PRIMARY SCHOOL, SEVENOAKS

Mrs Thérèse Pullan  
Headteacher

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## JOB DESCRIPTION

<b>Job Title:</b>	School Finance Manager
<b>Reporting to:</b>	Headteacher
<b>Start Date:</b>	February 2023

Job description current at date shown but, following consultation with successful applicant, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

We are seeking to appoint an enthusiastic and adaptable finance professional to support the Headteacher with the processing and management of school's finances.

To provide an effective financial and administrative service to support and enhance the running of a one form entry primary school in accordance with KCC Financial Regulations. Provide timely and accurate information to the Headteacher and Governing Body as required.

### **Key duties and responsibilities:**

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Maintaining and monitoring all budgets and presenting regular management reports to ensure efficient and effective control of income and expenditure.

Preparation of the annual budget as part of the three-year financial plan.

Formatting salary proposals in line with the School Development Plan.

Prepare, implement and reconcile all financial transactions relating to the school's income and expenditure, to ensure compliance with legal requirements and KCC Financial Regulations.

Regularly review and reconcile all balance sheets accounts such as Bank, VAT, Debtors and Creditors

Maintain and regularly review the Asset register

Supervise and manage the monthly payroll procedures, including posting the monthly payroll journal from information provided by HR.

Ensuring that the school complies with statutory requirements from the DfES, KCC, Governing Body and other agencies.

Negotiating contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times.



Use financial management information, such as benchmarking tools, to identify areas of relative spending, assess trends and advise as appropriate

Preparation and implementation of business plans to ensure strategic development of the school to a high standard, measurable by internal and external criteria in conjunction with Headteacher.

Support the Headteacher in a consultative and administrative capacity in matters of Finance and administration to provide an objective and informed view to aid decision making.

Comply with the School's Financial Procedures to ensure the integrity of our processes

Oversee, authorise and timetable the letting of the school premises and, where necessary, follow up and solve problems on behalf of the school and its clients, in order to capitalise on the school's property assets and generate additional income.

Manage School Trips to calculate the cost of trips and collection of monies.

Manage and take responsibility for all accounting procedures in relation to the School Fund and Standard's Fund ensuring that all KCC audit requirements are met.

### **Additional Duties**

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To undertake training as necessary

To follow procedures with regard to evacuation and emergency procedures

To take reasonable care of his/her own health and safety and that of others who may be affected

To continue personal development and address targets as agreed at appraisal

To undertake any other duties as specified by Headteacher / Senior Leadership Team not mentioned above.

To play a full part in the life of the School Community to support its aim and ethos

To adhere to and promote the School's policies

To inform Site Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.

To show a record of excellent attendance and punctuality

*Duties listed above are in no order of priority and are not exhaustive. This job description sets out in general terms the normal duties which the Post Holder will be expected to undertake. However, the*

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*job description or duties there in may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Strong understanding of basic accounting principles</li> </ul>	<ul style="list-style-type: none"> <li>AAT qualification or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of working in a finance role</li> <li>Leading budgetary management and control within an organisation</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a school</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances</li> <li>Must be aware of KCC Financial Regulations and understand other relevant school policies.</li> <li>Knowledge of a range of IT systems</li> <li>Knowledge of computerised and manual filing systems</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of FMS / SIMS/ Kent BPS an advantage</li> <li>ParentMail for voluntary fund</li> </ul>



	<ul style="list-style-type: none"> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.</li> <li>• Excellent IT skills, advanced Excel.</li> <li>• Ability to prioritise own workloads and to work to deadlines.</li> <li>• Willingness to take part in additional training when the acquisition of new skills is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use a range of finance/school specific packages</li> </ul>
<b>General/ Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Capacity to remain calm and to cope under pressure</li> <li>• A team player, collaborative worker</li> <li>• Self-motivated</li> <li>• Understanding the need to convey the professional image and ethos of the school</li> <li>• Organised, accurate and detail conscious</li> <li>• Maintain confidentiality and work with discretion at all times</li> <li>• Conscientious and reliable</li> <li>• Enthusiasm</li> </ul>	