**Job Description**

**Finance Manager**

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| **School:** | **Lawn Primary School** |
| **Grade:** | **Kent Range 7** |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job:**

To provide an effective financial and administrative service to support and enhance the running of a one-form 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:**

1. Formatting salary proposals in line with the School Development Plan for the Financial Sub-Committee in order to co-ordinate an annual budget of income and expenditure at the school.
2. Maintaining and monitoring all budgets and presenting regular management reports to ensure efficient and effective control of income and expenditure.
3. Preparation and implementation of business plans to ensure strategic development of the school to a high standard, measurable by internal and external criteria.
4. Ensuring that the school complies with statutory requirements from the DfES, KCC, Governing Body and other agencies.
5. Negotiating contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times.
6. Managing all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy, KCC policy and legal requirements.
7. Supervise the Administrative Officer. Conduct appraisals for TCP and identify and recommend developmental training to ensure that an efficient and effective service is provided to support staff, pupils, parents and Governors.
8. Support the Headteacher in a consultative and administrative capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making.

Alternate Duties would be:

1. 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.
2. 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.
3. Ensure that all caretaking and midday meal supervisor staff movements are accounted for i.e. new starters, leavers, overtime etc. updating personnel and payroll records accordingly.
4. Prepare and provide reports for the Headteacher and Department Heads to assign budgets to departments for the forthcoming year, process, monitor and evaluated allocated budgets to avoid excess spending.
5. 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.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.