**Job Description – finance manager**

# Job details

**Grade: KR10**

**Reporting to:** Headteacher

**Responsible for:** Finance Officer

**MAIN PURPOSE**

As a member of the Leadership team provide strategic leadership and management, planning, development and delivery of the finance operation of the school.

Oversee the effective line management of the Finance Office.

**RESPONSIBILITIES**

1. Participate in strategic decision making as a member of the school’s Senior Leadership Team to ensure that the finance implications of all decisions are duly considered and particularly that all financial implications are rigorously explored to ensure the viability of strategic decisions.
2. Develop, implement, monitor and review appropriate strategies for the finance operation of the school providing specialist and professional advice to the Senior Leadership Team and the Governing Body.
3. Lead the financial planning for the school, ensuring the effective deployment, management and monitoring of resources to achieve the identified school objectives.
4. Direct and lead the Finance team to ensure the school functions effectively and school targets are met.
5. With the head teacher, be responsible for the financial planning, forecasting and expenditure of the school budget.
6. Oversee, the implementation of financial procedures, transactions and activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries), ensuring adherence to financial regulations and providing advice on these to other staff and the senior leadership team.
7. Be responsible for the content and submission of relevant information and reports to the senior leadership team, the governing body and outside agencies, including responsible for producing annual and statutory returns.
8. Lead on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions.
9. To research, draft, prepare and submit bid and grant applications for external funding whilst also monitoring income generated and produce relevant reports.
10. Ensure that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies.

**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.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 5 Diploma (or equivalent) or the Advanced Diploma of School Business Management (ADSBM) or Director of School Business Management / Equivalent Accountancy Qualification |
| **EXPERIENCE** | Significant experience in senior administrative / finance roles.  Experience of team leadership and management.  Experience of project management and negotiation.  Experience of using BPS (Budget Planning Software) and FMS (Finance Management System). |
| **KNOWLEDGE** | Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff in dispersed locations. |
| **SKILLS & ATTRIBUTES** | Proven strategic thinker  Develops and implements school policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations over the long term, including whole school budget preparation and planning, support service monitoring.  Interpersonal and communication skills in order to negotiate, advise, lead on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues. |