

MAPLEDEN NOAKES SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION - FINANCE MANAGER

Reports to: Co-Headteacher

Pay Band: MNS Range 9

Liaison with: School staff, contractors, suppliers, the public, external organisations and any other parties connected with the effective running of the school

Purpose of the Job:

To provide an effective and efficient financial and administrative service through managing the finance team and all aspects of financial management and control, including accounting, records, financial operations and financial management information in accordance with School, DFE (Department for Education) & ESFA (Educational and Skills Funding Agency) Financial Regulations

To work with the CFO and external finance support in all aspects of planning, forecasting and budgeting

Provide support to the CFO and external finance support in the management of stakeholders (eg auditors, ESFA, HMRC (Her Majesty's Revenue and Customs) etc)

Key duties and responsibilities:

1. Planning, forecasting and budgeting:
 - Support with the development of financial plans, in alignment with the School Strategic Improvement Plan and the forecast availability of resources
 - Working with budget and forecasting software systems Ensuring integrity of data input and modelling assumptions
 - Support with monitoring of budgets and presenting regular management reports to ensure efficient and effective control of income and expenditure and to avoid excess spending.
2. Financial management, control and operations:
 - Operation of school accounting and financial record systems Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies
 - Review and respond to any control weaknesses identified through audit or other procedures and checks
 - Management of income and expenditure operational systems and procedures, including BACS, online payments in and out, cashless systems, cash procedures and banking
 - Management of all income and expenditure relating to school trips, including administration of student procedures and records, and booking travel, accommodation, activities etc (via Finance Assistants)
 - Preparation of monthly bank reconciliations and undertaking all month end procedures.
3. Financial reporting, control reporting and management information:
 - Support with the production and submission of all financial reports and returns in line with agreed regulatory and internal timetables, including:
 - Budgets
 - Accounts
 - VAT returns
 - Monthly management reports, including income and expenditure, forecasts, cashflow reports and balance sheet
 - Bank reconciliations, benchmarking data, department budgets reports etc

- Supporting the production of the trial balance at year-end to facilitate audit. Resolving audit queries (either directly or through others, eg HR team)
 - Finance point of contact with ESFA, HMRC, Pensions bodies, auditors
4. Management of Finance functions and Finance team: –
- Support with continuous improvement initiatives for delivery of Finance function responsibilities
 - Management of Finance staff including:
 - Recruitment
 - Induction and training
 - Performance management
 - Support the management of the Finance systems and relevant Ledger accounts, ensuring that all transactions are processed within the agreed budgets, in line with financial regulations and best value.
 - Checking all goods receipts and deliveries.
 - Processing of all invoices and the preparation of all payments.
 - Maintenance of supplier records.
 - Preparation, implementation and reconciliation of all financial transactions relating to the school's income and expenditure, to ensure compliance with legal requirements and the Academy Trust Handbook.
 - Administration of purchase, sales and nominal ledger transactions ensuring that they are recorded accurately within the finance system.
 - Administration of income including undertaking banking as required.
 - Responsible for Accounts Receivable including credit control and preparation of sales invoices, accurate allocation of income received, preparation of monthly statements and debtors' reports as required.
 - To support in the management of School visit accounts, providing assistance to trip organisers where relevant.
 - Ensure all accounting procedures in relation to the School Fund meet audit requirements and financial regulations.
 - To provide cover or assistance within the finance team as required.
 - To undertake any other task which may be deemed reasonable.

Person Specification: Finance Manager – Grade 9

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum 5 GCSE's Grade C or above (Level 4 or above) including Maths & English• Level 4 Diploma (or equivalent) in accountancy and finance, for example AAT, or extensive experience of working in finance.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a finance management role, preferably within a school environment is desirable but not essential
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to clearly communicate, both orally and in written form, a range of financial information both verbally and in writing with the senior leadership team and other staff.• A high level of proficiency with computer financial software packages and programme and Excel• Ability to create accessible financial reports• Must be computer literate regulations.• Ability to prioritise own workloads and to work to deadlines is essential.• Strives to achieve the highest standard, with an outcomes focus.• Ability to wok to strict deadlines and work well under pressure.• Ability to prioritise workload.• Solutions –focussed.• Treats others with dignity and respect.• Team player.• Able to think strategically and plan ahead to ensure continuous improvement.• Flexible and positive approach.• Welcomes opportunities to develop own skills and knowledge.• Attention to detail• Numeracy• Organisation• Collaborative working• Flexibility to meet demands and time commitments of a middle leadership post

KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. • Ideally should be aware of ESFA and School Financial Regulations and understand other relevant school policies. • Awareness of the Record Retention Policy and freedom of information protocols. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Works within policies and procedures and with consideration of own health and safety and that of others.
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Signed :

Date :