

St Thomas' Catholic Primary School
Job Description for Finance/Personnel Manager KR9



1. PURPOSE OF JOB

To be responsible for the provision of all financial information relating to each fund and the whole school budget for the school and personnel management, ensuring that all internal KCC regulations and legislative requirements are met.

2. PRINCIPAL ACCOUNTABILITIES

- Maintain established financial procedures for all school monies, to ensure compliance with legal and national requirements and KCC audit procedures.
- Analyse the school budget to provide forecasts in order to report to the Governors and Headteacher and make recommendations for future trends.
- Monitor the budget for the current financial year and estimate outturn to ensure senior management is kept fully informed of spending trends.
- Attend governor finance meetings and FGB meetings providing financial reports and information to governors.
- Work with the Headteacher and governors in the preparation of the annual draft budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs and taking into account new factors, such as staff movements, where appropriate.
- Implement the budget set by the Governing Body to ensure that spending is in accordance with school policies.
- To prepare for compliance and also initial preparation of SFVS
- Maintain all administrative records and the School Information Management System to ensure current and up to date information on staff, pupils and budgets is accessible and accurate.
- Provide all payroll and personnel documentation and liaise with staff, personnel and payroll to resolve pay queries and ensure that all staff are paid correctly.
- Advise the Governing Body and Headteacher of Personnel procedures to be followed in line with KCC Policy and employment legislation. Deal with all staff recruitment in liaison with the Headteacher ensuring that fair and legal recruitment policies are in place.
- Be responsible for the adherence to safer recruitment procedures, maintain DBS records and manage online DBS database.
- Be responsible for SCR and ensuring it is fit for purpose.
- Maintain records of staff absences and liaise with Headteacher, personnel and payroll to ensure that Absence Management and Attendance policies are adhered to.
- Manage the performance of the administrative team ensuring that a positive system of performance management, target setting and appraisal is in place to inform TCP decisions and personnel development targets in order to maintain high levels of service delivery. Appraisal responsibility for admissions/admin officer, caretaker and midday supervisors.
- To lead on site management and IT infrastructure (in collaboration with Primary Technologies) providing advice and guidance to Headteacher and staff

- Maintain a high standard of school premises, negotiate contracts to ensure best value and ensure health and safety requirements are met.
- Maintain the school's register of assets and oversee maintenance of appropriate equipment, stock records, ensuring annual checks take place.
- Prepare and maintain health and safety policies with the caretaker e.g. lone working, health and safety. Act as a fire warden.
- Administer medicines to children in accordance with school policy.

3. NECESSARY EXPERIENCE

The postholder requires an extensive knowledge of complex financial procedures and regulations and would be qualified to CSBM and AAT(Technician)/CAT NVQ level 4 (or equivalent) and hold or be working towards a full professional Financial qualification (CCAB Accountant) and DSBM.

Must have undertaken the Support Work in Schools Programme (VRQ 2).

A high level of interpersonal and communication skills are necessary in order to discuss budgetary positions and advise Headteacher and various Governing Body Committees. The postholder will need to interpret, apply and give advice on complex financial issues and the postholder must possess negotiating skills.

Detailed and authoritative knowledge and experience in financial procedures is essential, as is computer literacy, payroll and accountancy.

The postholder must have previous, proven, management experience and supervisory skills.

Must possess knowledge of school procedure/policies, KCC regulations and audit requirements and Personnel policies.

A flexible, efficient approach is required with the ability to resolve complex problems and work on own initiative to tight deadlines.