**PORTAL HOUSE SCHOOL**

**FINANCE MANAGER**

**Responsible to:** The Headteacher

**Job Purpose:** To be responsible for all aspects of financial work and to provide efficient and effective day to day management of the Finance of the school.

**Responsibilities:**

The Finance Manager has a key planning and management role ensuring that financial resources are used to achieve best value in accordance with KCC Procedures, having due regard to:

* Policies of the LEA
* Policies of the Governors
* The schools aims, objectives and philosophy
* School Policies
* Agreed routines

**Accountabilities & Key Tasks**

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| **Accountabilities** | **Key Tasks** |
| **Line Management & Communication** | * The post holder will report directly to the Head teacher * The post holder will be required to communicate regularly with school staff, governors and LA officers |
| **Budget Management** | * Prepare for approval by the Headteacher and Governing Body, the annual and three year estimates of income and expenditure. * Complete half-yearly and 9 monthly Revenue and Capital Monitoring Statutory Returns and End of Year Returns. * Assist Headteacher prepare annual 3year budget plan and input finalised plan into FMS. * Reconcile and manage the school’s delegated budget, including ordering goods and services, payment of invoices, raising invoices for reimbursement, checking and banking income, petty cash transactions and VAT returns. * Report any variances to the Headteacher * Prepare regular budget monitoring reports for the Headteacher and governing body, ensuring the school’s financial procedures comply with Consistent Financial Reporting requirements. * Checking and processing PTF Reports of salaries, supply teaching claims and staff extra hours and mileage claims. * Manage and monitor contracts and agreements for the provision of services. * Manage the schools Voluntary Fund including balancing ready for annual audit. * Raise orders on FMS system ensuring that value for money is being achieved. * Check deliveries and monitor records of deliveries to ensure that any outstanding items of ordered stock are effectively identified and procedures adopted for following up incorrect deliveries. * Process invoices and pay bills. * Process all HR and payroll documentation for staff recruitment and liaise with staff, personnel and payroll to resolve any salary queries and ensure that all staff are being paid correctly. * Operate the school’s petty cash system, including the monitoring of procedures and practices to ensure compliance with current regulations. |
| **Financial Accountability** | * The post holder will be responsible for day to day management of a number of expenditure budgets. * The post holder will be responsible for monitoring and reporting on all budgets within the school and for bringing to the attention of the Headteacher issues related to irregular spending or practices. * Formally reporting to governors and answering their queries about the school budget. |
| **Security of Data** | * Maintain an efficient filing system for the storage of financial information. Ensure the security of the administrative and financial data held on the school computer network |
| **General Duties** | * Undertake any other financial or personnel tasks required by the headteacher |

**Necessary Skills**

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| * Good level of education * Experience in a financial role preferable within education or a school * High level of computer literacy and a sound knowledge of Word and Excel * Experience of using financial computerised accounting systems such as FMS/BPS * Good organisational skills * Flexible approach to duties and ability to act on own initiative * Ability to work efficiently, flexibly and accurately under pressure and to demanding deadlines. * Good communication skills and discretion in dealing with sensitive and confidential issues. |