**Job Description**

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| **Post Title:** | **FINANCE LEAD** | **Post No:** |  |
| **Department:** | Primary First Trust | **Grade:** | Bex1401 |
| **Based** | Gravesend with Travel | **Full Year** | 18 Hours |
| **Responsible to:** | Chief Finance Officer |
| **Functional links with:** | Head Teachers, Senior School leadership teams, Suppliers, Contractors, LA Staff, Central Team |
| Main purpose of the job:* Responsible for ensuring the efficient running of the schools accounting function.
* Responsible for ensuring all processes and systems running within schools and the central budget comply with EFA Handbook rules.
* Responsible for providing strategic advice on budget preparation and analysis.
* Oversee the effective running of the payroll system.
* Managing monthly budget monitoring with Head Teachers.
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| **Major Duties and Responsibilities:** 1. Ensure all procedures and system requirements (including SAGE and HCSS or other finance management package) for administering the school’s budget and accounts are in line with EFA, PFT and Central Government principles for the proper management of public money.
2. Provide sector specific and accurate advice to budget holders in order to prepare school and central team annual budgets.
3. Develop and maintain a three year strategic financial plan for individual schools and have robust monitoring processes that achieve the agreed plan.
4. Ensure principal of best value in the acquisition of all services and resources through effective procurement.
5. Review Trust payroll and process on SAGE.
6. Carryout variance analysis between payroll and HCSS budgeting system.
7. Plan and manage cash flow of non-regular items and update.
8. Oversee the completion of VAT returns.
9. Compliance check all finance systems and processes and report any failures, either fraudulent or non-compliant.
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| **Major Duties and Responsibilities (cont.):**1. Authorise expenditure within agreed limits contained within the PFT Finance Handbook.
2. Deal with queries from contractors, suppliers (including Agency staff) and central team.
3. Oversee insurance claims.
4. To comply with all legislation and in-school procedures that ensures the Safeguarding of children.
5. To uphold the school and Primary First Trust values at all times.
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