

## COXHEATH PRIMARY SCHOOL



**Position:** School Finance & Personnel Manager

**Grade:** Kent Range KR7

**Responsible to:** Head Teacher

### **Purpose of the Job:**

To be responsible for the development, implementation and management of a range of support services that provide support for teaching staff and management to provide a first class education for pupils. This will include having day to day responsibility for the School's:

- a. Finance function, including year-end reporting and effective control of both Accounts Receivable and Accounts Payable; and
- b. HR function ensuring processes and procedures are followed notifying payroll of starters, leavers and amendments to contracts.

### **Key duties and responsibilities:**

1. Prepare, implement and reconcile all financial transactions relating to the school's income and expenditure.
2. Ensure the finance system is up to date and accurate to ensure accurate budget monitoring and monthly management accounts including cash flow forecasts are produced for the school.
3. Preparing the annual budget and 3-year plan in consultation with the Head Teacher, and providing such to the Trust Business Manager for consolidation and approval by Trustees.
4. Monthly reconciliation of the payroll to ensure staff are paid at the correct rate and amounts, which is signed off by the Head Teacher.
5. Prepare monthly monitoring reports and management accounts for review by the Trust Finance Manager and subsequent discussion with Head Teacher and the Local Governing Board.
6. Ensure compliance with the approved Trust Finance Policy for the ordering of goods and services, and the payments of invoices.
7. Ensure the procedures for invoicing of, and receipting of income are followed, and that all monies are accounted for and banked in accordance with approved policy and, there are effective systems of internal control.
8. Timely preparation and submission of VAT reconciliation for the school to the Trust for completing the VAT 126 return.

9. Ongoing monitoring of budgets with production of periodic reports to budget holders during the financial year.
10. Oversee the lettings of the school premises, liaising with the Site Manager to ensure there are arrangements in place for the unlocking and locking of the premises.
11. Ensure that the school safeguarding procedures are followed in relation to staff appointments including safer recruitment, DBS and other relevant checks are carried out, and the Single Central Record is up to date.
12. Responsible for the HR function within the school ensuring staff movements and changes are accounted for e.g. starters, leavers, changes and overtime including the timely and accurate input of payroll data to CAPITA.
13. Updating of personnel and payroll records, maintaining SIMS and submission of the workforce census return.
14. Ensure compliance with HR policies and procedures such as pay and reward, sickness, absence. Where necessary seeking advice and guidance from others such as Schools Personnel Service or the Trust
15. Manage the administration and cover arrangements for teacher absence to ensure minimum disruption to teaching and learning whilst achieving efficient use of resources.
16. Contribute as required to both the annual year-end preparation of accounts and audit process which is led by the Trust Business Manager, and also any in-year audits and reviews.
17. In conjunction with the SENCO monitor Pupil Premium expenditure and assist in the preparation of the annual report.
18. In conjunction with the lead for PE, monitor the grant allocation and assist in the preparation of the annual report.
19. Support the Head Teacher, in regards to compliance with finance and personnel requirements and school policies and procedures.

The roles outlined above are indicative and do not preclude anything else which may be reasonably requested, commensurate with the post held and duties undertaken.

Post holder: .....

Signed: .....

Date: .....

**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:**

<b>Qualification / Skill</b>	<b>Essential</b>	<b>Desirable</b>
Educated to 'A' Level with GSCE / O-level Maths and English	E	
Minimum of 2 years relevant financial experience	E	
Previous experience of working in a school / academy environment		D
Experience of financial control / management	E	
Experience of working in an Academy financial role		D
Knowledge of a range of financial procedures including bank reconciliations, financial reports and account monitoring	E	
Excellent administrative skills with previous experience of working in a HR / Personnel role	E	
Excellent IT skills especially spreadsheets and word	E	
Experience of SIMS		D
Experience of school financial system ideally PSF		D
Organised and able to work efficiently under pressure to meet deadlines	E	
Flexible approach to duties and ability to act on own initiative	E	
Excellent communication skills with an ability to work collaboratively and relate to people at all levels	E	
Willingness to develop skills through training	E	