

Job Description

Job Title	Finance Manager
Grade	Band 6 - Point 23 - 32
Hours	37 Hours per week - 5 days a week - term time plus 2 weeks
Reports to	Headteacher, CFO, CSEL
Job Purpose	To work in partnership with the Headteacher and CFO in the preparation, general supervision and maintenance of the school budget, including the preparation of the annual accounts and balance sheet.

ROLE OF THE FINANCE MANAGER

Finance

- Oversee, amend, develop and implement financial processes that work effectively.
- Maintain the PSF system
- Manage day to day financial operations
- Ensure adherence to the financial regulations
- Work with the Headteacher in the setting and managing the school budget
- Preparation of the school's year end accounts and balance sheet
- Preparation of periodic, statutory and annual returns to the Trust
- Oversee the maintenance of the school bank account and all associated banking services
- Monitoring of contracts to ensure compliance, best value and timely renewal as appropriate
- Enter the budget plan and fund allocations on the PSF System
- Maintain prudent financial management of the ledger codes after approval for the Headteacher, SLT, LGB, Budget holders as appropriate
- Work in conjunction with the HR manager with regard to payroll
- Responsible for checking and the accurate completion of payroll returns for the payment of salaries including PAYE, NI and superannuation.
- Preparing accounts and relevant documentation for external Auditors
- Oversee orders and deliveries
- Assist with submission of applications for grants and appeals for capital funds to the DFE and other external organisations
- Line Management of Finance Assistant, supervise and quality assure their work ensuring deadlines are achieved.
- To produce termly reports for the Governing body and the attend finance working party meetings
- To complete insurance claims and ensure that funds are received and distributed appropriately
- Any other financial matters as agreed with the Headteacher.

Premises

- In conjunction with the Headteacher (and other parties where appropriate) to manage the process of repairs and maintenance at the school
- Liaise with Headteacher to employ contractors
- Line manage the Site Manager
- Experience of health and safety, premises and facilities management
- Manage the tender process (sometimes with consultants).
- Liaise with contractors and Site Manager.
- Monitor the effectiveness of work completed.
- Liaise with relevant parties for payment of fees.
- To ensure funds are received from DFE and the LA in respect of grants claimed and the relevant records maintained.

YOUR ATTRIBUTES

- The ability to work within a team
- The ability to work calmly under pressure
- Ability to work proactively and independently
- Excellent communication and organisational skills
- Recognition of the Catholic ethos of the school

GENERAL

- To understand and apply Trust/school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trust's Equality and Diversity policy.
- The Christus Catholic Trust and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

FINANCE MANAGER - Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in financial management and budgeting Experience of line management NVQ Level 4 /GCSE Grade C and above or equivalent qualification Certificate of School Business Management
	Knowledge of relevant policies and procedures	Working knowledge of appropriate school financial policies and procedures
	Literacy	Ability to communicate effectively in a clear and concise manner
	Numeracy	NVQ Level 4/GCSE Grades C and above in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Proficient in the use of Word and Excel. Experience with School Management Systems and PSF
Communication	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop. Ability to support children who may be unwell

Working with others	Health & Well being	Understand the importance of physical and emotional wellbeing
	Line Management	Ability to manage, motivate and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently

General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance Ability to transfer new knowledge to the workplace