



# Stepney All Saints School

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Headteacher: Mr P Woods

## Finance Manager Job Description

Role title	Finance Manager
Purpose of role	To support the School Business Manager in planning and managing the school's financial resources effectively, in accordance with the policies and procedures and ensure financial probity.
Working hours	35 hours per week for 39 weeks per year + 3 (term-time only position)
Line Manager	School Business Manager
Grade of Post	Scale PO1 (28-31 points)

### Key Duties:

- To operate, maintain and develop the financial procedures and systems of the school
- To ensure that robust financial accounting and ordering systems are in place and that economies of scale are sought in order to maximise value for money
- To manage the school accounting function, ensuring its efficient operation to agreed procedures and maintaining those procedures.
- To resolve any problems, including ordering, processing and payments, ensuring a full reconciliation of all bank accounts is undertaken at least once a month
- To ensure all month-end, year-end and statutory returns are completed in a timely manner
- To undertake monitoring of monthly expenditure and advise on the reasons for any implications of variances
- To support the School Business Manager with the preparation of draft annual budget and financial plans
- To produce financial analysis and reports for internal purposes and for Governors within policy and guidelines
- To manage and process petty cash and cheques and ensure appropriate use of the school's bank accounts
- To place and process invoices and approve payments, ensuring correct financial control is applied
- To process staff claims within policy and guidelines
- To be responsible for the school's banking arrangements; and receive and record monies from students and parents/ carers

- To be responsible for adherence to financial regulations and audit requirements and advising on the application
- To present timely and fully costed proposals, recommendations and bids
- To organise and manage a range of external contracts and the Service Level Agreements, maintaining, monitoring and advising on school contracts
- To implement formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- To manage the effectiveness and implementation of agreements
- To line manage the Finance Assistant

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

## Person Specification

CRITERIA	Essential/ desirable			Assessed by application/ interview process	
	E	D		A	I
<b>QUALIFICATIONS</b>					
University Bachelors/ Master's degree		•		•	
Educated to GCSE standard or equivalent	•			•	
Relevant Finance qualifications		•		•	
<b>KEY SKILLS AND EXPERIENCE</b>					
At least 2 years of experience in Finance/ Accounts related position.	•			•	•
Familiarity with a Secondary school environment and structure.		•		•	•
Experience of computerised financial systems.	•			•	•
Experience on RM Finance software.		•		•	
Competent using Microsoft Word, Excel and databases.	•			•	•
<b>QUALITIES AND KNOWLEDGE</b>					
Good communication skills with people at all levels, including students.	•			•	•
Good organisation skills.	•			•	•
Able to work as part of a team.	•			•	•
Ability to manage own work load and prioritise tasks	•			•	•
Good numeracy and literacy skills.	•			•	•
High level of attention to detail and accuracy.	•			•	•
Willingness to participate in development and training opportunities.	•			•	•