



Finance Manager Job Description – Stretham Community Primary School

Overall Focus

Aspect	Finance Manager
Primary Purpose	Financial management — ensuring accurate day-to-day financial transactions, reconciliations, and compliance with regulations, supporting the Headteacher, Senior Leaders and Governors in decision-making.
Level of Responsibility	Focused on implementing and managing financial systems and processes.
Scope	Financial and administrative, with emphasis on detailed budget management and accounting.

Financial Responsibilities

Aspect	Finance Manager
Budgeting	Prepares and monitors budgets, reconciles income and expenditure linked to the School Development Plan; coordinates the annual budget; and provides financial reports to management and Governors.
Financial Strategy	Develops business plans for the school's long-term strategic development.
Compliance	Ensures compliance with financial regulations in all school transactions. Ensures school complies with DCSF, LA, and other statutory financial requirements.
Cash Flow / Banking	Oversees financial control and reporting, managing cash flow planning and bank transactions to maximise interest and avoid charges.
Audit Responsibilities	Ensures overall compliance and good governance in financial management.

Administrative & HR Responsibilities

Aspect	Finance Manager
Personnel Processes	Updates payroll and personnel records for starters, leavers, and overtime.
Staff Management	Manages absence cover administration and ensures efficient resource use.
Premises/Income Generation	Oversees lettings of school premises to generate additional income. Negotiates contracts and tenders for best value.

Strategic Role

Aspect	Finance Manager
Strategic Involvement	Provides financial data and analysis to support decisions by advising the Headteacher, Senior Leaders and Governors.
Decision-Making Level	Operational management — executes financial and administrative processes through long-term planning and policy.
Reporting Relationship	Reports to the Headteacher and Senior Leadership Team.

'Achieving Potential Together As a School Family.'

- Compassionate - Curious - Courageous - Resilient - Inclusive