



**Post title:** Finance Manager  
**Responsible to:** Federation Business Manager  
**Hours of work:** 28 hours per week, 39 weeks per year. Term time plus one week.  
**Salary:** Grade 5 Points 12 to 17 pro rata (depending on experience)  
(FTE £28,598 - £31,022).

**Job Purpose:**

To support the effective financial management of the school by overseeing day-to day finance operations, supporting budget planning, and ensuring accurate financial reporting in line with Local Authority and statutory requirements.

**Key Responsibilities**

**Financial Management**

- Oversee the school's financial operations, including delegated and external funding.
- Support the Business Manager with budget planning, annual forecasts, and financial monitoring.
- Completion of monthly, quarterly and year end finance reports Prepare regular financial reports and management accounts as required by the Business Manager, Executive Head Teacher and Governing Board.
- Monitor income and expenditure against budgets and provide information to the Business Manager on balances and commitments.
- Management of the schools bank account including reconciliation of statements
- Responsible for management of weekly BACs payments approval systems

**Finance Operations**

- Manage invoicing, the sales ledger and credit control processes.
- Authorise purchase invoices and oversee effective debt management.
- Prepare financial returns including month-end, quarter-end and year-end processes, reconciliations within deadlines set by the Local Authority
- Completion of returns for external stakeholders
- Maintain accurate financial records, including petty cash and the school's asset register.

**Early Years and Income-Generating Activities**

- Oversee financial processes relating to Early Years provision, including funding claims and invoicing.
- Support financial monitoring for income-generating areas such as extended provision.

**Payroll and HR Administration**

- Check payroll information to ensure accuracy.

- Maintain staff personnel records, including contract changes and data entry within the school's HR and Management Information systems.

### **Systems, Compliance and Support**

- Work with the Business Manager to maintain and develop the school's financial systems, policies and procedures in line with Local Authority guidance.
- Provide support to the wider school office team where required.
- Ensure confidentiality and compliance with school policies in all financial and personnel matters.

### **General**

- Undertake other duties appropriate to the level and nature of the post.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.*

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	Educated to GCSE level with Maths and English at Grades A*-C or equivalent	Hold or be studying for a finance or business related qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in an accounting/administrative environment within the last 5 years</li> <li>• Previous experience of financial management</li> </ul>	Experience of working in a school or educational environment
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Good organisational skills</li> <li>• Ability to work accurately, with attention to detail in a busy environment</li> <li>• Ability to see the 'big picture' and understand the wider implications of change to processes</li> <li>• Ability to present information in a logical, clear, and concise format</li> <li>• Ability to work collaboratively with a range of colleagues</li> <li>• Ability to work with autonomy within set boundaries</li> <li>• Ability to manage own workload and meet set deadlines</li> </ul>	Experience of using finance systems (i.e. SBS/FMS)
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Support the Federation policies on safeguarding and child protection</li> <li>• Willingness to be flexible</li> </ul>	