

The Clere School

Job Description

Finance Manager

Pay Grade: E

Permanent, 37 hours per week, full time

Role Profile: 02012

General Statement

To provide financial planning, systems, monitoring and control and administrative support to meet the needs of the school reporting to the Headteacher.

Accountabilities

Financial Accounting

- Support the Headteacher in preparing, managing & monitoring the annually allocated budget
- Ensure that the school's financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors
- Manage the day-to-day operation of finance
- Prepare forecasts of income and expenditure and communicate timetable of financial and management accounts
- Prepare regular, standard financial accounting reports for the Headteacher and Governors
- Keep records and analyse information relating to allocations, apportionment and absorption of overhead costs, income (sales) against the budgets
- Process and account for goods and services supplied on credit
- Calculate, check and authorise payments i.e. accounts, wage claims and travel claims and forward for payment
- Collect, reconcile, and calculate all cash, receipts and payments and prepare cash for banking
- Assist with the overview of the tendering exercise and make recommendations on which contractors to engage
- Make purchasing recommendations and administer invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies
- Advise on requisitioning procedures including guidance on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services
- Ensure all qualifying grants are accessed with the correct paperwork
- Provide advice and support to budget holders on monitoring of budgets for which they are responsible
- Liaise with other staff on financial and administrative aspects of their work
- Attend meetings with Headteacher and Chair of Finance to discuss agenda items and preparation for each Governors' Finance Committee.
- Attend Finance Committee in advisory capacity, as required

- Arrange for the appropriate maintenance or repair of schools equipment or tools.
- Attend SMT meetings, as required, to advise on financial and administrative matters.

Personnel

- Ensure that all personnel information, whether on IT systems (inc IBC and SIMS) or paper, is accurately recorded, managed, updated and analysed to provide a high-quality personnel service to the school and timely management information to the school's leadership team
- Manage a small team, motivating, developing and coaching them to maintain high standards of customer service and overall personnel advice to the school
- Manage the organisation of all recruitment activities for the school including responsibility for ensuring the completion of all pre employment checks, and preparation, issue and/or submission of contractual and payroll documentation
- Manage staff induction
- Manage the co-ordination of filing for the performance management process for all staff, ensuring that reviews are completed to agreed timescales

Administration

- Ensure all staff absences are recorded and ensures claims for reimbursement are completed promptly
- Supply information for a specific purpose eg VAT records, identifying and accessing relevant data
- Maintain and control the school's inventory and carry out annual stock take
- Process appropriate HR forms to generate staff pay and changes to terms and conditions
- Process all routine aspects of teaching and support staff appointments
- Supervise, develop and appraise office staff for whom directly responsible
- Assist with the appointment of new staff
- Carry out the induction of new staff for whom directly responsible
- Complying with relevant legislation e.g. Health & Safety and Fire Regulations.
- Complying with HCC Financial regulations and standing orders