



JOB DESCRIPTION

TITLE OF POST:	Finance Manager
SALARY GRADE:	S01 scp 29-31 £26,470 - £28,221 pro rate (pending pay review) Term Time plus 10 days
RESPONSIBLE TO:	i) Headteacher ii) Business Manager

PURPOSE OF JOB:

To manage and control all aspects of the schools finances in accordance with Financial Regulations. To assist the Business Manager in the preparation of the budget and reports to Governors. Manage the budget on a daily basis and provide accurate and timely information to the Headteacher, Business Manager and Governors.

KEY DUTIES & RESPONSIBILITIES:

- Prepare, implement and reconcile all financial transactions relation to the school's income and expenditure in line with financial regulations, guidelines and consistent financial reporting;
- manage the day-to-day operation of the Finance Office including all orders, payments and receipts;
- Ensure cash is banked in a timely manner and recorded accurately;
- line manage the Finance Assistant ensuring all transactions are posted to the SIMS finance system in an accurate and timely manner;
- maintain overall responsibility for the safe banking of any monies not received electronically;
- ensure the school's purchasing policy is robustly enforced throughout the school and that best value principles are applied at all times;
- Arrange BACS/cheque payments for authorisation and transmission;
- reconcile bank statements and deal with bank related queries;
- compile the management accounts for Governor meetings;
- assist in the preparation of budgets;
- manage end of year procedures including preparation of creditor/debtor information;
- monitor cash flow;



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- manage all accounting procedures in relation to the Teaching School, School Fund, Lettings and Petty Cash and ensure all audit requirements are met;
- maintain the payroll system by processing payroll information including new starters, leavers, variations and overtime whilst ensuring an accurate and timely service by the payroll provider;
- oversee, authorise and monitor the hire of the 3G football facility and work alongside the Community Sports Development Officer to capitalize on the school's property assets and generate additional income;
- maintain contract details for suppliers and assist in the negotiation and renewal of contracts and Service Level Agreements;
- manage the Parentpay system and produce income and expenditure reports of school trips and school journey;
- raise invoices for school lettings, staff consultancies, sales and other aspects of income generation and ensure that the school's debt management policy is enforced;
- administer the school's credit card use ensuring safe keeping and correct application;
- develop systems to improve financial processes ensuring efficiency and best value;
- produce analysis and system generated reports upon request and within the prescribed framework to Cost Centre Holders, Headteacher and Business Manager;
- notify the Headteacher and Business Manager of any adjustments to the budget which may prove necessary during the year;
- produce information and co-operate in any audit arranged by the Local Authority, Governing Body or Headteacher;
- develop and maintain the school's finance manual;
- maintain and develop objectives identified in the School's Financial Value Standard in collaboration with the Headteacher and Governors;
- assist in applications for funding for capital works and manage systems for monitoring capital expenditure and funding;
- manage the Asset Register and liaise with the ICT Network Manager to ensure details are accurate;
- undertake such other duties as may be reasonably expected commensurate with the grading of the post.