

Job Description

Blue Coat Lead Finance Officer

Purpose of the role

To assist the Head of Finance, working closely with the Headteacher and Senior Deputy Head, to ensure an effective and efficient provision of Finance support services within the Inspire Education Trust to Blue Coat School. To assist in the strategic planning, organisation and delivery of Annual and Medium term Financial Cycles, budget planning and management, financial controls, cash management, and close of year-end.

Accountable to:

- Head of Finance Inspire Education Trust

Responsible for:

- Contributing to the strategic development of the school financial services
- Preparation and management of the school financial reports, cash flow and budgets
- Supporting the Head of Finance, Senior Leadership Team and School Governors

Salary Grade:

Grade 8 (£36,876 to 43,662) on the NJC pay scale for support staff

Duties and Responsibilities:

- To contribute to the strategic development of the school under the direction of the Head of Finance. Managing the Schools Financial services. This includes the development and effective operation of systems and services within this area; and their compliance with the Academies Financial Handbook (AFH), ESFA direction, legislation and guideline requirements and the Trusts financial policies.
- To ensure the School makes best use of their resources through strategic planning, the production of timely and fully costed proposals which are sustainable through five year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.
- Act as Administrator for online banking managing bank mandates, Roles and Users and manage the register for the schools Charge cards.
- Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and report to the Head of Finance, Head teacher and Governors. This includes ICFP analysis and implementation.

- Advising on compliance with legislation and guidance related to Finance and the daily operations of the school.
- Assist in the preparation of all financial returns for the EFA and other central and local government agencies within statutory guidelines.
- Maximise income generation within the ethos of Inspire Education Trust by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted. Look for opportunities to raise additional income for the school including bidding for funding and developing business services which can be used to generate funding where appropriate.
- Monitor the school risk management register and procedures to ensure that key business risks are identified, assessed and managed on a timely basis through rigorous informative reporting.
- To assist with the development and implementation of relevant policies, systems and procedures to ensure tasks are undertaken in accordance with appropriate requirements, legislation and regulations.
- Working with the HR Manager to ensure that staff sickness Insurance reimbursement claims are processed on a timely basis.
- Challenge school leaders and offer advice on achieving Value for Money.
- Ensure the effective purchasing and procurement of services for the school and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services with the Head of Finance for Inspire Education Trust.

Financial Management:

- Working within the timescales set by the Head of Finance; prepare monthly management financial reports: Oversee and work with the School finance staff to ensure timely production of monthly management accounts and accurate and appropriate reports / financial forecasts for the Trust and Headteacher.
- Preparation and management of Cash flows for the school. Oversee the cash flow of the School ensuring that it is fully able to meet monthly financial commitments working with the Head of Finance to invest surplus cash.

- Produce regular analysis and reports on the Academies' budget position, for the Headteacher, Senior Deputy Head and Head of Finance. Provide advice on financial matters to Office and Leadership Staff, present financial information if requested in meetings.
- Assist with the arrangements for internal and external audit. Work with the Head of Finance and external accountant to prepare the end of year accounts and liaising with the auditors to reach signoff and filing of Trust company accounts according to the DfE and HMRC guidelines.
 - a. Maintain the records for the statutory audit file
 - b. Work with auditors and produce records to support the audit process
- Work with School Finance team, Office Manager and School Leadership Team to ensure a robust school accounting function, including monitoring its efficient operation according to agreed procedures and conducting a monthly review on:
 - Ordering, ensuring correct documentation and process is followed and making sure that all commitments are reflected on the system
 - Accounts payable, checking recurring journals for direct debits are accurately profiled, ensuring deliveries are processed and recorded correctly; ensure invoices are paid in accordance with supplier's terms
 - Accounts receivable, ensure all income owed to the School is invoiced and recorded in line with procedure
 - Checking that charge card expenditure is reflected timely on the system and that procedure is being adhered to and value for money is achieved
 - Working with finance staff to ensure that VAT is accounted for correctly and that Returns are made at the end of each accounting month
 - Undertaking a full reconciliation of control accounts
 - The preparation of invoices and internal recharges and collection of fees and other dues are accurate and timely, taking legal action where necessary to recover bad debts
 - Checking internal controls are in place and undertake testing. Making recommendations and offering guidance and support to ensure adherence to financial procedures.
- To work with the Head of Finance and auditors to ensure correct valuations are available in relation to the building assets of the Trust and the pension liabilities.
- Any other duties and responsibilities within the range for the salary grade.

Other school responsibilities

- To comply with school and trust policies and procedures
- Other duties, as instructed by the Head of Finance, that are within the spirit and the scope of the job purpose and its grading

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of Finance.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the Trust's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).

Date Reviewed: June 2020

Person Specification

| Training and Qualifications | Essential (E) Desirable (D) |
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| Qualified AAT or Finalist ACCA/ACMA/CIPFA | E |
| Excellent numeracy and literacy skills | E |
| Evidence of commitment to further personal and professional development | E |
| Knowledge/Evidence and Understanding | E/D |
| A clear understanding of the role of this Church of England School | E |
| Knowledge of academy financial procedures | E |
| Knowledge of Xero financial system | D |
| Knowledge of budget management and accounting techniques | E |
| Knowledge of risk assessment | E |
| Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints | E |
| Experience of monitoring and developing financial plans | E |
| Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets | E |
| Experience | E/D |
| A clear wish to work in a Church school and make a contribution to the ethos | E |
| Proven experience in coaching and supporting senior managers in interpreting financial reporting and related information | E |
| Experience of managing staff | E |

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| Experience in finance including in the development, management and operation of financial management systems | E |
| Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information | E |
| Skills and Abilities | E/D |
| Energy and enthusiasm for the post | E |
| Excellent and written verbal communication skills | E |
| Ability to plan and prioritise workload to meet conflicting deadlines | E |
| Ability to analyse and interpret complex information and solve problems | E |
| Excellent ICT skills in MS Office, internet, email and financial management packages | E |
| Good negotiation skills in order to negotiate contracts with suppliers | E |
| Ability to work independently and act on own initiative | E |
| Ability to cope well with pressure and keep calm in stressful situations | E |
| Ability to maintain absolute confidentiality and integrity | E |
| Ability to build and form good relationships with students, colleagues and other professionals | E |
| Ability to lead, develop and motivate a team of staff, delegating duties as required | E |
| Ability to work constructively as part of a team, understanding academy roles and responsibilities including your own | E |
| CORE COMPETENCIES | E/D |
| Clear understanding and commitment to safeguard and protect children | E |
| Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms | E |

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| Conscientiously adheres to school / trust policies and procedures and works ethically | E |
| Works in a way which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together . | E |
| Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this | E |
| SPECIAL REQUIRMENTS | E/D |
| An enhanced DBS check will be required | E |
| Understanding and commitment to equal opportunities | E |

Blue Coat Church of England School and Music College is committed to safeguarding and promoting the welfare of children. Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.