



Aldermoor Farm Primary School

Finance Manager

Job Description

Job title: Finance Manager

Salary: Grade 5, actual salary £12,111 - £14,704

Hours: 21 Hours Per Week

Contract type: Term Time Only plus 3 weeks.

Working hours: Negotiable and hybrid working possible

Reporting to: Headteacher

Permanent

Main Purpose

The School Finance Manager is responsible for setting and monitoring the school budget.

Duties and Responsibilities

Financial Management

- Using the school's Financial Management System to process orders, receive and receipt goods, enter delivery notes ensuring that appropriate controls and procedures are followed. Provide guidance to all staff in the correct processes and procedures for procurement and obtaining Value for Money (VFM).
- Raising of orders, ensuring the correct ledger codes and procedures are used to comply with The Schools Financial Handbook as required by the Department for Education.
- Progress chasing of orders with suppliers
- To prepare regular management accounts for budget holders.
- In partnership with the Headteacher, manage the school's budget (in excess of £1,000,000)and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget reports to the governing board.
- Provide termly finance reports to the governing board
- Ensure asset register is kept up to date
- Oversee premiums such as pupil premium, sports premium, national tutoring and any other Government initiatives. Working alongside senior leaders.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed
- Work alongside the School Finance Officer and forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.

- Process salary information on the school MIS system and to liaise with payroll on any queries.
- Oversee school bank accounts ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Support and advise other leaders on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Ensure the effective and efficient operation of the school finances.

The Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Minimum of AAT level 3 qualification or above ➤ Excellent literacy and numeracy skills
Experience	<ul style="list-style-type: none"> ➤ Successful management experience in (desirably in a school) Finance. ➤ Experience of change management ➤ Contributing to staff development
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of MIS systems ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality
Special Requirements	<ul style="list-style-type: none"> ➤ An enhanced DBS check will be required ➤ Understanding and commitment to equal opportunities ➤ Willingness to play a full and active role in the life of the school ➤ Commitment to their own continuous professional development and to developing others

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: February 2024

Headteacher/line manager's signature:

Date:

Potholder's signature:

Date: