



JOB DESCRIPTION

JOB TITLE: Finance Manager
HOURS: 26 hours a week (negotiable), 40 weeks per annum
GRADE: Scale 5, Point 13 FTE £26,873.
MANAGED BY: Office Manager and Head Teacher

Job Purpose

The Finance Manager is responsible for:

- To work as part of the administration team in supporting the school in attaining its aims and objectives by managing the finances of the school with the object of providing the most effective and efficient services to the school
- Ensuring that proper accounts are kept, maintaining and inputting data onto computerised financial management systems
- Ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Others duties of an appropriate level and nature may also be required, as directed by the Head Teacher and/ or Office Manager (line manager).

Job Specification

Finance and Accounting. The post holder shall:

1. To deal with all day-to-day financial matters including correspondence, orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
2. To maintain and reconcile all bank accounts ensuring that they do not overdraw.
3. Co-ordinate the duties of the Financial Assistant and oversee the work done.
4. Co-ordinate an annual budget of income and expenditure for the school and ensure timely submission to the ESFA
5. Keep all school accounts and prepare income and expenditure reports in accordance with EFA Financial Regulations
6. Prepare accounts for submission to the school's auditors. Visits to be arrange bi-annually.
7. Ensure that accounts are submitted to the ESFA and Companies House
8. Preparation and submission of all Annual Report and Financial Statements
9. Maintain and monitor bank accounts and ensure school complies with VAT legislation
10. Monthly reconciliation of bank accounts
11. Ordering of supplies and payments of all invoices
12. Manage the school insurance in all forms
13. Prepare Teachers Pension return for Audit and submission
14. Raise invoices for external accounts
15. Monitor school inventory and fixed asset register
16. Attend Governor Finance, Resources, and Personnel Committee Meetings
17. Engage in professional training
18. Complete Land and Buildings return.
19. Provide the payroll provider with timely information to ensure staff are paid correctly and on time
20. Advise the governing board and its committees as required.

Administration. The post holder shall:

21. Manage and maintain the school's ESS/SIMS administration database and produce information as required
22. Preparation and submission of termly Census reports to DfE, ESFA documentation, as well as other external agencies
23. Monitor appointment procedures for all staff; liaise with EPM
24. Create and maintain staff files, job descriptions, salary levels, overtime, sickness and holiday records. Ensure all staff records are up to date and secure.
25. Prepare recruitment material for all posts. Arrange for advertisements to be placed (online/ offline), ensure the shortlisting and interview panel receive copies of application forms and inform shortlisted candidates of interviews and that DBS/ criminal record scrutiny and procedures have been followed.
26. Request references for successful candidates, liaise with EPM to produce contracts of employment
27. Support DBS checks and the administration of the Single Central Record
28. Work effectively with the Office Manager and office team
29. Preparation and submission of annual School Workforce Census to DfE
30. Ensure compliance with GDPR data protection regulations

General. The post holder shall:

31. Provide assistance to the office staff (as well as staff, parents and students) when needed, with any enquiries made at Reception by resolving or redirecting queries and giving advice where appropriate.
32. Operate the telephone system and identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary
33. Assist in the establishment and maintenance of good relationships with staff, parents, governors, contractors, representatives and external agencies in order to promote the objectives and values of the school
34. Attend training courses when required
35. Maintain an efficient filing system and a clear working area
36. Handle routine correspondence in line with established policy and practice
37. Handle booking of school premises and liaise with Site Manager regarding letting of school premises
38. Meet regularly with the Head Teacher and communicate items such as priorities, current financial position, external agency positions and staff issues.

An application form, job description and person specification can be obtained from the school's website:

<https://www.crosshalljunior.co.uk/page/?title=Staff+Vacancies&pid=126>

Visits to the school are greatly encouraged. Please contact Samantha Gilliam, Office Manager at office@crosshalljunior.co.uk or on 01480 475972.

This appointment is subject to DBS Clearance and two positive references.

Closing date: Midday on Wednesday 29th November 2023

Interviews: Friday 1st December 2023