



# Queen's Drive Infant School Job Description



<b>Post:</b>	Finance and HR Manager
<b>Salary:</b>	Grade 7 – £16,546.95 - £18,550.66 Prorated salary (£28,598 - £32,601 FTE) (pay award pending)
<b>Hours:</b>	25 hours per week 9.30 to 2.30 (flexibility can be discussed) term time plus 5 days (195 days per year)
<b>Responsible to:</b>	Office Manager/Headteacher

## PURPOSE OF JOB:

To work as part of the administrative team in supporting the school in attaining its aims and objectives by management of school finances and personnel, ensuring proper records are kept. Maintaining and inputting data onto computerised financial management systems and HR portal, ensuring information contained therein is up to date and accurate and complies with relevant legislation, regulations and policy.

## MAIN OBJECTIVES

1. Management of school bank account ensuring school and LA deadlines are met
2. Support the Headteacher with the preparation of budgets with accountancy advice within the timetable for final approval. Advising on budget position and budget preparation, having an oversight of all accounts – reporting difficulties to the Headteacher and/or Budget Holders
3. Ensure that the school complies with VAT legislation
4. Ensure safe & accurate banking and the accounting of all monies including BACS payments
5. Ensure the credit card and bank accounts are reconciled monthly and annually submitting month end and year end returns within deadlines set by the LA
6. Ensure ordering of goods and supplies and approval of invoices for payment is made within agreed regulations. Monitor quality of purchases and seek out new suppliers
7. Review contracts at the end of leases/term to ensure they are best value for the school
8. Complete special projects when required
9. Locating, collating, analysing and presenting information to the Headteacher, governors and LA as required
10. Management of the Special Leave of Absence policy; monitoring staff absence and unpaid leave, liaising with EPM regarding formal processes
11. Managing and updating staff contracts and associated personnel information using Arbor and the EPM portal
12. Full management of the SCR ensuring this is accurate at all times
13. Liaise with external contractors with regard to building maintenance and health and safety

14. Liaising with EPM to complete monthly payroll and managing any overtime payments.
15. Supporting the Headteacher to ensure that all relevant personnel policies and procedures are in line with current legislation
16. Audit of GDPR in school, liaison with GDPO
17. Preparing reports for Governors, and attending Finance meetings when requested
18. Submission of the School Workforce Census annually
19. Any other duties relevant to the post