St John the Baptist CofE VA Primary School
JOB DESCRIPTION

Job Title:	**Finance Manager**
Grade:	**G5**
Contractual Hours:	**37 hours per week for 42 weeks**
Reports to:	**Headteacher**
Responsible for (staff):	

Main purpose of the Role

1. To provide an efficient and effective financial administration service with particular regard to the monitoring of finance.

Core Responsibilities and Tasks

Duties and responsibilities

1. To advise the Headteacher and Governors on the financial policy and development of the long-term financial strategy. Prepare annual estimates of income and expenditure, to obtain agreement to the budget and to monitor accounts against budget. To report on the financial state of the school to Governors. To monitor the annual budget and present regular management reports to the Headteacher and Governing Body.
2. To keep and maintain all school accounts and to prepare income and expenditure accounts and balance sheets. Prepare financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.
3. To administer the school's financial systems and procedures, including all coding and input work. To make independent day to day decisions about financial matters such as the movement of cash balances and the arrangement of audits in line with school policies and procedures. Be responsible for quality assurance of financial procedures and for making improvements to systems where necessary.
4. To be responsible for paying in of monies, raising purchase orders as required. To manage timely cash collection of all income into school bank accounts.
5. Responsible for the school bank accounts and record and reconcile all transactions.
6. To monitor and control all school budgets, including all staff salaries and maintain records for budget control. To provide information and advice to all budget holders to assist them in managing and monitoring their budgets.
7. To input information for the purposes of processing of payroll.
8. To supervise the school's insurance in all forms, obtain quotations and pay invoices in a timely manner.
9. To assist and advise Headteacher, governors, senior staff on financial planning and development.
10. To actively seek funding opportunities through grant applications and bids.
11. To oversee the financial running of the school kitchen and wrap around care provision, and report on this regularly to the Headteacher.

School Office and Administrative Support

12. To work collaboratively as part of the wider school office and administrative team, contributing to the efficient and professional day-to-day operation of the school office.
13. To provide support with general school office duties during busy periods, staff absence or where operational need requires, ensuring that an effective service to pupils, parents, staff and visitors is maintained.
14. To assist with responding to general enquiries received in person, by telephone or electronically, dealing with matters appropriately or directing them to the relevant member of staff.
15. To provide appropriate cover and support for the main school office, including welcoming and assisting parents, visitors and other stakeholders, where required.
16. To support general administrative tasks, correspondence, record keeping and other office functions where reasonably required and commensurate with the grade and responsibilities of the post.
17. To work flexibly and collaboratively with other members of the administrative team, recognising that effective school administration is a shared responsibility and that priorities may need to be adjusted in response to the operational needs of the school.
18. To maintain a professional, welcoming and solution-focused approach when dealing with pupils, parents, staff, visitors and external agencies, contributing positively to the efficient running and reputation of the school.

General Requirements

All staff are expected to:

1. Work towards and support the vision and current objectives outlined in the School Improvement Plan.
2. Contribute to the school's programme of extra-curricular activities and break/lunchtime duties as required.

Main duties and responsibilities are indicated above however other duties of an appropriate level and nature may also be required, as directed by the headteacher. Please note that the post holder may occasionally be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Equal Opportunities

- The postholder is required to carry out the duties in accordance with Local Authority Equal opportunities policies.

Health and Safety

- The postholder is required to carry out the duties in accordance with Local Authority Health and Safety policies and procedures.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the school's safeguarding policies and procedures. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

- An Enhanced DBS Check will be requested on successful application to a position at the school.