

Finance Manager - St Paul's Way Trust School (SPWT)

Job Title:	Finance Manager
Location:	This role will be based at St Paul's Way School primarily but will also require attendance at other Trust sites as directed.
Responsible to:	Chief Financial Officer (CFO), Headteacher(s) The Finance Manager will be expected to work under the direction of the CFO and will have a dotted line of accountability to the Headteacher of the school establishment.
Responsible for:	Finance Officer, Finance Assistant(s)
Full/part time:	Full time (52 weeks per annum), Permanent
Scale:	Scale PO3, Spine Point Range 33 - 36 (£42,510 - £45,711 per annum)

Job Purpose and Summary

The Finance Manager will provide a high standard of financial, accounting, and administrative services, working closely with the Trust Financial Controller and the Head Teacher in ensuring these functions are undertaken efficiently and effectively.

Specific Responsibilities

- To operate, maintain and develop the financial procedures and systems of the school.
- To ensure that robust financial accounting and ordering systems are in place and that economies of scale are sought to maximise value for money.
- Responsibility for the management of the school accounting function, ensuring its efficient operation to agreed procedures and maintaining those procedures.
- To resolve any problems, including ordering, processing and payments, all bank accounts to ensure a full reconciliation are undertaken at least once a month.
- To prepare monthly management accounts for the school, on a timely basis, having raised appropriate journals, prepayments and accruals and reconciled all control accounts on the balance sheet.
- Supporting the Trust Financial Controller and Chief Financial Officer (CFO) in constructing the overall budget plan for the school, implementing the School Development Plan and the long-term financial strategy of the school.
- Preparing the annual estimates of income and expenditure and the monitoring of the accounts against agreed budgets and prepare regular management accounts for budgets holders. Regularly communicate with budget holders to ensure termly forecasting is accurate and in line with projections.
- Maintain the cash flow on a regular basis and ensure that there are sufficient monies in the bank to meet all future obligations and BACS / cheque payments. Should any issues arise, bring to the attention of the Trust Financial Controller.
- To regularly scrutinize budgets, invoices, and contracts, and raise issues with the Trust Financial Controller.
- To assist with organising and managing a range of external contracts and the Service Level Agreements.
- Ensure all month-end, year end and statutory returns are completed in a timely manner.

- Supporting the Chief Financial Officer (CFO) with any financial and statistical returns for the Trust, DFE and Local Authority within the statutory and published deadlines including payroll and VAT.
- To provide advice and support to the Senior Leadership Team and Budget Managers on financial accounting, ordering and contracts for goods and services in line with financial procedures and regulation.
- To provide financial advice for all major initiatives in so far as they affect finance and general administrative operations.
- Establish and maintain internal control procedures and ensure that accounting standards are met.
- To line manage and support the Finance Officer and Finance Assistants as well as conducting their performance review meetings.
- Ensure that the school receives all grant funding that it is entitled to receive from the Department for Education, Education and Skills Funding Agency and Local Authorities, in respect of the General Annual Grant, SEND, early years, start up, growth etc. Bring any shortfalls against budgeted income to the attention of the Trust Financial Controller on a timely basis.
- Supporting the Trust Financial Controller with income generation, including the administration of letting of school facilities, establishing contracts and relationships within business, charities and grant making bodies and generating invoices for funding/ grant applications
- Working with the Chief Financial Officer (CFO) to prepare bids and grant claims as necessary.
- Responsibility for the security of all monies handled in the school (including petty cash), ensuring accurate records are kept for the regular banking of monies within the school financial regulations.
- To maintain the cashless systems, including catering and school trips.
- Supporting the Trust Financial Controller with all matters relating to insurance.
- Manage the finance procurement function and assist requisitioners with obtaining quotes and approving orders. Process purchase orders, invoices and staff expenses on a timely basis ensuring that these have been fully authorized by budget holders before making payment on a timely basis.
- Negotiating and monitoring of contracts and services ensuring value for money and best use of resources.
- Maintain the school fixed asset register.
- Keeping under review the school's Financial Regulations and relevant policies.
- To manage the school's voluntary fund account.

Trust Wide Responsibilities

- Contribute to Trust wide finance reviews, projects, and initiatives.
- Contribute to, and in some cases lead on the Trust wide development and review of finance policy and procedures.
- Contribute to the monitoring and review of all finance systems.
- Provide ad-hoc support to the other schools within the Trust, on a range of finance issues.

Expected Behaviours of all Trust Staff

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Actively engage in the performance review process
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues, and visitors.
- Adhere to Trust policies and procedures.

Additional requirements

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade, and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
 - Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

Person Specification		Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> To have, or be working to obtain a recognised financial qualification 	√	
	<ul style="list-style-type: none"> Excellent oral and written communication skills 	√	
	<ul style="list-style-type: none"> GCSE English and Maths A*- C 	√	
	<ul style="list-style-type: none"> Experience of using the financial regulations applicable to schools 	√	
	<ul style="list-style-type: none"> Experience of using information systems including computerised systems in an administrative environment 	√	
	<ul style="list-style-type: none"> To be qualified to a degree level or equivalent 		√
	<ul style="list-style-type: none"> Experience of writing reports and grant bids 		√
	<ul style="list-style-type: none"> Experience of providing high-level administrative support including experience of managing staff 		√
	<ul style="list-style-type: none"> Experience of successful income generation 		√
Knowledge & Skills	<ul style="list-style-type: none"> A wide knowledge and experience of accounting procedures to enable the maintenance of all school accounts to a high professional standard, including the production of detailed financial reports 	√	
	<ul style="list-style-type: none"> Proven ability to ensure that targets and deadlines are met in a pressurised work environment 	√	
	<ul style="list-style-type: none"> Proven ability to establish and maintain excellent working relationships at all levels 	√	
	<ul style="list-style-type: none"> Proven analytical skills including the ability to interpret and summarise regulations and other written materials and advise accordingly 	√	
	<ul style="list-style-type: none"> Knowledge of principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting 	√	

	<ul style="list-style-type: none"> Knowledge of internal control and audit principles and practices 	√	
	<ul style="list-style-type: none"> Principles and practices of business data processing particularly related to the processing of accounting and financial information 	√	
	<ul style="list-style-type: none"> Ability to operate a computer and spreadsheet software 	√	
	<ul style="list-style-type: none"> Ability to analyse and make sound recommendations on complex financial data and operations 	√	
	<ul style="list-style-type: none"> Knowledge of current and proposed legislation affecting education 		√
	<ul style="list-style-type: none"> Ability to construct and write bids for financial funding for whole school projects 	√	
	<ul style="list-style-type: none"> Possess the ability to prepare clear, concise, and comprehensive financial statements, reports and written materials 	√	
	<ul style="list-style-type: none"> Ability to undertake financial accounting, reporting and record keeping 	√	
	<ul style="list-style-type: none"> Plan and evaluate financial programs and make sound recommendations for improvement 	√	
	<ul style="list-style-type: none"> Hold good administration skills enabling the smooth running of a finance office 	√	
	<ul style="list-style-type: none"> An understanding of the functions and duties of a school and its relationship to the Local Education Authority/ EFA 		√
	<ul style="list-style-type: none"> Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding 	√	
	<ul style="list-style-type: none"> Ability to undertake a wide range of finance and administrative tasks 	√	
	<ul style="list-style-type: none"> Ability to work under pressure in a constantly changing and demanding environment 	√	
	<ul style="list-style-type: none"> Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people 	√	

	<ul style="list-style-type: none"> Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Education Authority/EFA 	√	
	<ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge or relevant legislation and guidance in relation to working with, and the protection of, children and young people 	√	
Leadership & Management	<ul style="list-style-type: none"> Ability to work successfully as a team member establishing effective working relationships and flexible working practices 	√	
	<ul style="list-style-type: none"> Proven management skills including delegation, training, target setting and monitoring performance levels 		√
Other	<ul style="list-style-type: none"> A satisfactory Enhanced DBS disclosure 	√	