



Job Description			
Job Title	Finance Manager	Job Holder	
Author	Jo Evans	Date Created	Jan 2020
Date Reviewed		Next Review Date	
Level	7-8	SCP	30-41 (£35,341 - £46,616 FTE)

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>To secure excellent achievement and progress for all students by securing financial compliance and stability and working with the Business Manager to ensure the support staff services, including business and finance, HR, risk management, sustainability and administrative functions of the school, are efficient, effective and provide value for money.</p> <p>To line manager the Finance Administrator.</p>

Responsibilities	
1.	Under the direction of the Business Manager, be responsible for the Finance functions to ensure smooth delivery and continuous improvement of financial and management accounting, procurement, banking, treasury management, income collection and payment to suppliers, insurance arrangements and production and analysis of relevant financial reports.
2.	Research, procure and implement new financial systems to improve efficiency and streamline financial functions.
3.	Under the direction of the Business Manager, be responsible for the management of the School accounting function, to ensure its efficient operation according to agreed procedures, and to write, maintain and review those procedures in conjunction with the Business Manager. To monitor all accounting procedures, payments and accounts processes including: <ul style="list-style-type: none"> o External payments systems namely BACs and parental payments for educational visits. o Processing of orders and punctual payment for goods and services provided by the school. o Ensuring balancing and closing off of all accounts is undertaken monthly. o Reconciliation and monitoring of payroll reports and systems. o Overseeing the Equipment Register o Preparation of invoices and collection of income o The operation of all bank accounts.
4.	Oversee the management of the School's financial position at an operational level including: <ul style="list-style-type: none"> o Management of cash balances and monthly cash flow o Management of VAT claims to Slough Borough Council o Budget monitoring processes in conjunction with the Business Manager
5.	Be responsible for the provision of a comprehensive payroll service for all School staff, with effective management of pension contributions by teachers and support staff and other deductions in which the school participates.
6.	Be first port of call for all payroll queries from the provider as well as staff
7.	Lead in maintaining and monitoring the internal financial control systems and work closely with the audit process.
8.	Support the Business Manager with preparation for the audit cycle and the process itself.
9.	Lead the Finance team, ensuring that the team has improvement capability through on the job and external learning and education.



10.	Assist individual budget holders with the preparation and monitoring of their individual budgets and ensure they are fully aware of the requirements of them under the School's Finance Regulations Manual and Policy.
11.	Seek to obtain Best Value for the school at all times, adhering to the principle of the four Cs; Challenge, Consult, Compare and Compete and to encourage all others to follow the same principle.
12.	Work with the Business Manager to prepare all returns to Slough Borough Council, including Quarterly Budget Monitoring and Year End.
13.	Manage and oversee the school's cashless accounting system.
14.	Directly line manage the Finance Administrators.
15.	Support the Business Manager to effectively administer the school's Risk Management Strategy.
16.	Support the Business Manager with effectively carrying out procurement processes in line with the school's Financial Regulations Manual and Policy.

Staff Management

17.	Establish and implement procedures, expectations and checks in relation to the Finance Administrators and the Town Hall Office Team
18.	Responsible for the deployment and work of the above-named staff.
19.	Promote teamwork and to motivate staff to ensure effective working relationships.
20.	Conduct performance management reviews in respect of the Finance team in accordance with the School's Performance Management policy and be responsible for organising suitable continuous professional development opportunities for each person.
21.	Ensure the team managed is fully aware of their duties under KCSIE, GDPR and Health and Safety, and that they adhere to the school's policies at all times.
22.	Provide support to the Business Manager with the induction process for all staff

Duties

23.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
24.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
25.	Understand and comply with the Support Staff Standards at all times.
26.	Actively promote the inclusion of all children into whole school activities.
27.	Actively seek opportunities for professional development.
28.	Be aware of and respect all children's religious beliefs and cultures.
29.	Support, promote and comply with decisions and policies agreed by the leadership team and the governing body.
30.	Develop effective, professional working relationships with colleagues.
31.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
32.	To support the school's Daily Supported Reading scheme as directed by the Head Teacher
33.	Undertake a 30-minute duty each week.



Compliance	
34.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
35.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner
36.	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p>
37.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
38.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.