



Job Description Finance Manager

Post Title:		Finance Manager
Purpose:		The strategic and operational management of the finance function of the academy including budgetary control and monitoring procedures. Line management of the finance personnel.
Reporting to:		Business Manager
Liaising with:		Headteacher, Leadership team, Budget holders, other members of the Finance team, parents, auditors, Education Funding Agency and other external organisations.
Working Time:		25 hours per week, term time only + 5 days. A flexible approach to working hours is essential.
Salary/Grade:		Salary Grade SO2 Point 32 - 37
Disclosure level		Enhanced

MAIN (CORE) DUTIES

	<ul style="list-style-type: none"> • Responsible for the management of the school's financial systems ensuring they are regularly reviewed and updated as necessary • Monitor budget progress and provide information to the Leadership team, Governors and budget holders as required ensuring effective communication. • Provision of accurate monthly management accounts to the Governing Body • Assist in the preparation of the annual budget with the Business Manager • Assist in the preparation of all financial returns for to the EFA and other government agencies within the required deadlines. • Provide effective leadership and day to day management of the finance team to ensure the following are carried out in line with our financial regulations <ul style="list-style-type: none"> - payroll - ordering processing and payment for all goods and services provided to the school - VAT returns - sales ledger including lettings - maintenance of all academy bank accounts - financial management of the schools cashless payment system
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Other Specific Duties:

- To carry out other responsibilities, commensurate with the grade of the post, as determined by the Business Manager.
- To continue personal professional development as agreed including attending training sessions or training courses.
- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people.
- To be aware of the personal responsibilities for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To promote actively the school's corporate policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.