Weatherhead High School

A high performing academy providing excellence for all

FINANCE MANAGER
JOB DESCRIPTION

Principal Responsibility:	**To be responsible for the provision and maintenance of the academy's financial and accounting support service, within the overall legal and regulatory framework and in accordance with Peninsula Multi Academy Trust policies and procedures, and the ESFA Academies' Financial Handbook.**
Responsible to:	**Chief Financial Officer**
Line Management:	**Finance Officer**
Contract:	**36 hours per week, 52 weeks per year, 8.30 am – 4.45 pm (4.30 pm Friday)**
Salary:	**Band H, pt 31 £27,668 within the range £27,668 to £30,153 (pts 31 – 34)**

Key Responsibilities:

1. Assist the Chief Financial Officer in the preparation of the Academy's annual expenditure budget in accordance with DfE/ESFA guidelines and give financial advice and information to budget holders.
2. To take responsibility for the production of monthly management accounts and review them in line with budget forecast for further analysis by the Chief Financial Officer and Headteacher.
3. Support developing and preparing the annual budget and forecasts as part of the Academy's three and five year plans.
4. Manage the Academy's financial administration in accordance with the ESFA financial accounting procedures, and using specified computerised financial management systems, to ensure that adequate records are maintained, that all expenditure is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Chief Financial Officer.
5. Monitor expenditure against budgets at specified intervals, produce financial summaries and returns as required by the DfE/ESFA, Headteacher, Budget Holders and Chief Financial Officer to inform decision-making e.g. monthly, termly and annual as required including monthly management accounts and termly budget papers.
6. Prepare monthly, annual and periodical returns and claims as required e.g. VAT claims, Corporation tax returns; ensuring compliance with external regulations including filing deadlines.
7. Provide support and guidance to the Headteacher, Chief Financial Officer and Senior Leadership Team regarding all aspects of financial management within the Academy.
8. Maintain effective systems of audit control and ensure that all financial controls are operating effectively.
9. To take the lead role in the administration of the Academy's financial software system.
10. Uphold good governance and ethical behaviour and ensure the Academy upholds good accounting, reporting and internal control systems.

Financial Management and Compliance

1. To plan and monitor the cash flow of the Academy, implement creditor and debtor policies and procedures working with the Chief Financial Officer.
2. Operate the Academy's purchase invoice systems, process receipts and payments including petty cash, travel expenses, banking and prepare bank reconciliations as required in a timely fashion.
3. Undertake end of year Company accounting procedures including accruals, pre-payments, deferrals and any income owed, maintaining the Year End schedules
4. Assist the Chief Financial Officer in the preparation of accurate papers for the Finance Committee on a termly basis
5. Keep procedures and practices under review to ensure that they meet the Academy's needs and contribute to the smooth running of the Academies within the Multi Academy Trust.
6. To notify the Chief Financial Officer or Headteacher if fraudulent or irregular activities are suspected or uncovered.
7. To oversee School Fund and undertake monthly bank reconciliations.
8. To oversee the petty cash float and undertake monthly reconciliations.
9. Support the Chief Financial Officer in maintaining an up to date Risk Register in accordance with statutory requirements.

10. To update and monitor the Statutory Fixed Assets and Depreciation records as part of the month end “soft” close down.
11. To take responsibility for the maintenance and update of the school inventory in conjunction with Curriculum Leaders, on a half termly basis through the use of Asset-I.
12. Ensure that the financial and management accounting systems are up to date and support all financial and reporting needs.
13. Maintenance and control of the coding structure and mapping processes in the financial software system.
14. Maintenance of the online banking facility and user authorisation and access levels.
15. Oversee insurance policies and make relevant claims ensuring the insurance payment is received into the Academy’s accounts as required.
16. Actively seek opportunities for cost-improvements and ensure ‘value for money’ is at the core of all financial activities. To produce an annual report to Governors on this activity.
17. Support the Chief Financial Officer in the preparation of bids or tender documents to acquire additional funds, grants or income.
18. Review, manage and adhere to all grant terms and conditions.
19. Management of all contracts and leases, ensuring payments from appropriate accounts in accordance with agreed supplier terms of business to include monitoring to ensure supplier contractual obligations are met.
20. To take responsibility for organising and preparing information for internal audits, providing information as requested in line with Governor recommendations.
21. Assist with the general administrative tasks under the Chief Financial Officer’s remit.

Leadership & Management

1. Foster a service orientated, ‘can do’, approach and a culture of support within the team, ensuring that there are mutually supportive working relationships between academic and support staff.
2. To monitor and support the work of the Finance Officer and Reprographics Technician

Training & development of self and others

1. Regularly review own practices, set personal targets and take responsibility for own self-development.
2. To provide support and guidance to any colleagues in individual academies with financial responsibility, as appropriate.
3. Provide on-site induction and training for Academy staff in order to ensure compliance with procedures and efficient and effective use of financial resources

To undertake any other duties appropriate to the grading of the post as may be required by the Headteacher or Chief Financial Officer.