

Denmark Road High School



FINANCE MANAGER – JOB DESCRIPTION

Post Title:	Finance Manager
Grade:	8 - SCP 26-30 - £29,636 to £32,878 per annum pro rata
Hours:	37 hours per week, 42 weeks per year
Reporting to:	Business and Operations Manager
Responsible for:	Finance Assistant
Job Purpose:	To manage the School's finances.

MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ▪ Lead and manage the day to day operation of the finance function of the School. ▪ Evaluate and monitor operational procedures so that financial systems are maintained and operated in accordance with policies and procedures. ▪ Plan and organise the workload of the Finance Team and be responsible for the line management, appraisal and development of the Finance Assistant. ▪ Provide support and cover for the Business and Operations Manager as necessary. ▪ Be responsible for the School's use of FMS, ParentPay, Kiddivouchers, Gift Aid and any other financial systems. ▪ Maintain and develop formal month end procedures including the production of management accounts and cashflow reports. ▪ Reconcile monthly bank and charge card statements. ▪ Work with trip leaders to cost and balance educational visits. ▪ Work with budget holders to assist in the management of cost centres. ▪ Manage the Help Us Grow fundraising account. ▪ Manage utility contracts. ▪ Be responsible for obtaining quotations where appropriate. ▪ Oversee lettings and raise necessary invoices. ▪ Process invoices and purchase orders as required, ensuring that all orders are placed and received and goods checked on arrival. ▪ Prepare cheques and BACS runs for payment. ▪ Handle cash in accordance with procedures. ▪ Be responsible for the accounting and banking of all receipts. ▪ Manage the petty cash account. 	
Additional Duties	To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example.
OTHER SPECIFIC DUTIES	
<ul style="list-style-type: none"> ▪ To continue personal professional development. ▪ To engage actively in the performance reviews. ▪ To be aware of and comply with the school's policies and procedures. 	

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

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

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 applications or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Finance Manager's Signature:



Headteacher's Signature:

Date: July 2019

Denmark Road High School



FINANCE MANAGER – PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Experience of working within strict financial controls.</p> <p>Compliance with Safeguarding and Data Protection practices.</p> <p>Evidence of working in a busy and demanding environment.</p> <p>Handling and recording cash.</p> <p>Discretion and proven ability to maintain confidentiality.</p>	<p>Experience of working in a school or college environment.</p> <p>Experience of line managing staff.</p>
Qualifications and Training	<p>A good standard of education including 5 GCSEs at grades 9-4, or equivalent, including English and maths.</p> <p>Financial qualification or more than 5 years' experience in a Finance Manager role.</p> <p>Sound knowledge of Microsoft Office, particularly Excel.</p> <p>Excellent telephone manner.</p> <p>Use of software ICT packages.</p>	<p>A-level qualification or equivalent.</p> <p>Experience of using an accounting system in a school setting.</p> <p>Experience of school based systems - FMS / ParentPay / SIMS.</p>
Abilities	<p>Swift, highly accurate numeracy skills.</p> <p>Ability to multi-task, respond to change and re-prioritise workload.</p> <p>Ability to work under pressure to tight deadlines.</p> <p>Ability to deal with difficult situations using tact and diplomacy with a variety of service users at all levels.</p> <p>Ability to evaluate operational procedures and recommend changes for improvement.</p>	
Attitude / Motivation	<p>Highly organised with excellent attention to detail.</p> <p>Pro-active, forward thinking and self-motivated.</p> <p>Ability to work collaboratively as part of a team.</p> <p>Willingness to work flexibly within the demands of the role.</p> <p>Excellent record of health and time keeping.</p> <p>Sense of humour.</p>	

