

THE JOHN FISHER SCHOOL

JOB DESCRIPTION - FINANCE MANAGER

Contracted hours: 22.5 per week, 52 weeks per year
Hours: 8.00 – 4.00pm (lunch 45 mins)
Salary: PO4 – PO5, Points 35 - 41

Responsible to: The Headteacher
Responsible for: Finance Staff

Job Purpose: To assist the Headteacher and the Governing Body by managing and providing the financial support required to maintain the efficient running of The John Fisher School in pursuit of its educational aims and strategic direction.

Financial Management

- To act as the main financial consultant and adviser to Governors, Headteacher and Senior Leadership Team; to prepare reports for the Governing Body's Resources Committee, Deficit Reduction Working Party and LA.
- To prepare annual school budget for recommendation to the Headteacher and Governors.
- Monitor expenditure against budget and ensure that all income due to the School is received/collected.
- Prepare and submit all financial returns required by the LA, including monthly returns of income and expenditure and updated forecasts.
- Prepare the School's three-year financial forecast for recommendation to the Headteacher and Governing Body.
- Ensure that relevant financial information is available internally to Curriculum Leaders and the Senior Leadership Team drawing attention to any over/underspend on departmental budgets, standards funds, specialist school funding etc.
- Maintain appropriate financial control systems, ensuring that the school's procedures comply with Local Authority's standing instructions.
- Supervise the School's Bank Accounts (currently six), ensuring that monthly reconciliations are carried out in a timely and accurate manner.
- Manage the school's cash balances in both the public and non-public accounts.
- Act as first point of contact for the Local Authority Auditors, liaising with Governors as necessary.
- Ensure that funding is available to meet capital projects, liaising with Local Authority, ESFA, Diocese and other funders.
- Overseeing the collection of School Fund from parents. Ensure the annual gift aid claim is submitted to the Inland Revenue.
- Controlling day to day purchases and expenditure.

- Review the market for contract services purchased by the school and negotiate with suppliers in order to achieve best value wherever possible - e.g. telephone, reprographics equipment, catering, grounds maintenance, etc.
- To investigate Fund Raising for the school in submitting bids and other activities.

Payroll

- To be responsible for the management of the payroll information and pensions information for the schools directly employed staff.
- Ensure that the School's appointed payroll provider is informed of overtime and additional hours.
- Preparing monthly returns for overtime and additional hours.
- Checking the salary report for accuracy, and correcting the data where necessary
- Ensure that the payroll is correctly and accurately accounted for.
- Liaise with Office Manager and Local Authority ensuring all staff are paid in accordance with their agreed pay and conditions.
- Deal with any staff queries on pay, pensions etc.
- Be responsible for ensuring that the Apprenticeship Levy Account is managed efficiently to ensure the best value for the school.

Human Resources

- To update and implement, in conjunction with the Governors and the Headteacher, the school's staffing structure.
- To ensure that all the necessary financial data required for payroll, Teachers' Pension (TP) and Local Government Pension Scheme (LGPS) is submitted in respect of new appointments, changes to an existing member of staff's terms and conditions or the termination of a member of staff's employment.
- To ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements.

Insurance

- Act as primary point of contact for the School's Insurance brokers, dealing with the annual insurance renewal.
- Ensure that adequate cover is maintained.
- Oversee maintenance of the school's asset registers (not including IT).
- Oversee the handling of any claims on the insurance policies.

General

- Line manage the performance management and related professional development of identified support staff.
- Carry out appraisal system for identified support staff.
- Contribute to the development of the School Development Plan with the Senior Leadership Team and ensure that financial costings are included wherever possible, as recommended by FMSiS.
- In liaison with the Headteacher maintain the school diary to ensure effective forward planning.
- Attend meetings of relevant Governor sub-committee meetings.

Continuing Professional Development

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

December 2023