


Westfield School	
Post: Finance Manager	
Responsible to: Headteacher	
<p>Job Purpose: To manage the school's finances in an efficient and timely manner including budget management.</p> <ol style="list-style-type: none"> 1. Management of the school finances. 2. Preparation of the annual budget plan and forecasts, in consultation with the Headteacher. 3. Preparing financial reports as required by Headteacher, Governing Body and other budget holders. Attending meetings of the Governing Body and School Management Team as required. 4. Development of school finance policies and procedures (eg Lettings Policy) in line with Borough Council requirements. 5. To annually update the school finance manual and finance information in the staff handbook. 6. Management and development of the computerised financial systems. 7. Oversee the finance processes carried out by the Finance Assistant. 8. Responsible for sales ledger, credit control of purchase invoices. 9. Monitoring of all income and expenditure relating to internal budgets. Keeping budget holders informed of their balances and committed expenditure. 10. To process orders and chase up outstanding orders as necessary. 11. To deal with the payment of purchase invoices, recording details and preparing for authorisation. 12. Preparation of the monthly reconciliation reports, budget monitoring and any other financial return required either statutorily or by the Local Authority. 13. Responsible for reconciliation of the petty cash and imprest account. 14. To receive, record and bank cash and cheques received from pupils, staff and other external funding in respect of educational visits, issuing receipts as required. 15. Exploration and management of income generating opportunities. 16. Overseeing the management of school personnel records alongside the Clerical Administrator including changes to contracts and liaising as necessary with personnel and payroll providers. 17. To verify all staff timesheets before authorisation by the Headteacher. 18. To check the monthly payroll reports and liaise with the payroll provider regarding any queries and updates. 19. To oversee the process of the asset and key inventories. 20. To ensure the annual SFVS requirements are met. 21. To ensure relevant insurance is in place and to manage any claims. 22. To work alongside the Premises Manager to determine suitable contractors (using criteria set out by the Headteacher and Governors) for building/interior works at the school and obtain quotations. 23. Management of formula capital budgets, liaising with the appropriate buildings staff at the Local Authority. 	

24. Working along with the Headteacher and Premises Manager to establish a rolling programme for work to be carried out including site meetings, monitoring, risk assessments etc.
25. To be aware of DfE and Local Authority documents by referring to the relevant web sites to keep updated on current developments.
26. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
27. To undertake any other duties of a similar level and responsibility as may be required.

Signed.....Date.....

Signed.....Date.....
Headteacher

PERSON SPECIFICATION

JOB TITLE:

Finance Manager

Attributes	Essential	Preferred
Education/ Qualifications	Educated to GCSE Level Maths GCSE or equivalent	Recognised bookkeeping/accountancy qualification
Experience	Previous experience of working in a financial environment	Experience of working within a school finance office with budget management experience
Skills/ Knowledge/ Aptitude	Knowledge of financial software systems Good organisational skills Ability to work effectively as a member of a team Ability to work with autonomy within set boundaries	Knowledge of SIMS, FPS and excel
Motivation	Willingness to undertake further training Willingness to be flexible	
Physical		
Other		