



**Job Title:** Finance Manager

**Responsible to:** APT CFO with dotted line to Headteacher

**Working pattern:** Full time, 37 hours a week

**Grade:** Management grade 6 (London fringe)

**Statement of Purpose:**

To manage the school's budget, funding and procurement process on behalf of the Headteacher (HT), Chief Financial Officer (CFO), Ascendancy Partnership Trust (APT) Trustees and Local Governing Body (LGB).

To work closely with the HT, CFO and the school's Senior Leadership Team (SLT), to ensure the school financially strong and that APT, audit and regulatory requirements are met.

To support the financial management planning and delivery for the school, ensuring maximum value is achieved; financial risks are properly managed and SLT, APT and LGB are provided with accurate and timely information.

To effectively manage school-based finance staff.

**Key Responsibilities**

- To be a trusted advisor to all school leaders in all aspects of finance, to ensure legitimate and cost-effective use of funds.
- Working closely with the HT, SLT, CFO and LGB with the appropriate balance of challenge and support.
- To ensure that APT financial procedures are adhered to, this will ensure that the school is compliant with all statutory financial requirements.
- To lead on the planning of the School's finances including the development of a balanced budget aligned to the School Development Plan and following APT policy on inflation and reserves.
- To contribute to the APT cashflow, including proactive debt collection, ensuring timely cash receipts, and the strategic scheduling of creditor payments. Input into cash flow on timing of receipts at half year and Q3.
- Development and management of plans for corrective action to address any budgetary or cashflow concerns with budget owners and appropriate timelines for resolution.
- To ensure that the school maximises the use of resources and achieves value for money.

- To understand and advise the HT and GB on the implications of government financial policies, APT policies, trends and developments.
- To attend governing body meetings and sub-committees for Finance as required preparing finance reports for the governing body that include analysis of actual performance against budget, forecasts, updates on capital projects, and key financial risks.

## **General Tasks**

- Ensure the school has appropriate financial systems (including amenities accounts) in accordance with agreed systems and policies, ensuring accurate financial records are maintained.
- To ensure that financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both APT and the national standards are met.
- Complete a monthly management reporting cycle to include analysis on key variances, risks and potential opportunities and forecast out turn prepared for the SLT, CFO and LGB.
- To liaise with APT internal and external auditors to ensure compliance with APT financial policies and procedures, lead on all remedial action required.
- Development and management of plans for corrective action to address any budgetary or cash flow concerns with owners and develop appropriate timelines for resolution.
- To support Trust-led procurement and tendering processes, acting as the school finance contact to provide financial information, ensure local compliance with Trust procurement requirements, and support the Headteacher, APT and Local Governing Body as required.
- To ensure that Trust processes relating to capitalisation and asset recording are followed.
- To provide financial support, guidance and challenge to budget holders across the school, including the regular monitoring of budgets at all levels and support to rectify any overspend.
- To work in partnership with the HR team in relation to the staffing budget and staff post numbers
- To work with the Premises Manager and APT Director of Estates & Operations to take a lead on income generation and accurately forecast premises contract requirements

## **Specific Tasks**

- Management and oversight of key financial controls including collection of cash and banking; financial record keeping; orders; receipts and invoices for trips, sales of uniforms, school meals and any other parental payments.
- To ensure funding receipts from the DfE and APT are correct according to student numbers and bandings.
- To scrutinise all invoices received in the school and to arrange for payment runs for approved invoices. Budget holders to approve invoices on the system.
- Oversee the processing of payments.
- Oversee use of procurement card and reconcile monthly statement with journals.
- Management of petty cash and associated records.
- Management of lettings income.
- Undertake reconciliations for amenities account.
- Management of school meals payment system, transactions and invoice payments.
- To keep analyses of costs and other statistical records.
- Completion of month-end close process, including accruals, prepayments, accrued income, deferred revenue and depreciation journals, together with the maintenance of supporting schedules and balance sheet reconciliations required for audit purposes.

- Accurately post the payroll journals to the accounts each month based on the payroll reports, ensuring that payroll control accounts are reconciled with the payments made from the bank.
- To prepare financial appraisals and funding requirements of particular projects in liaison with the APT CFO and Director of Estates & Operations (for capital projects).
- To advise on taxation matters generally, ensuring compliance with regulations.
- To ensure that internal processes for ordering and supplies are efficient and achieve economies of scale.
- To maintain and manage the ACCESS accounting system on behalf of the school and in liaison with the APT Finance team in relation to permissions for users.
- To ensure that the school always has adequate insurance cover in addition to the APT RPA, e.g. minibus insurance
- To manage the financial process and procedures in the school for procurement of goods and services, except for centralised APT Estates procurement.
- To maintain contact with the statutory authorities and other organisations.
- To liaise with the Director of Estates & Operations in relation to management of outsourced services.
- To ensure all income due is invoiced and received in a timely fashion.
- To reconcile the payroll monthly, back to the staff contracts on Arbor and make sure that variances are investigated and appropriate adjustments completed. To maintain records of such reconciliations for audit purposes.
- To line manage the Finance staff including their performance and development.

### **General duties**

- Always maintain confidentiality and professional conduct.
- Support, promote and comply with decisions and policies agreed by the SLT, APT and the LGB.
- Support senior staff to formulate plans for school development and improvement.
- Actively organise and participate in activities connected with the school.
- Develop effective working relationships with professional colleagues and always maintain appropriate professional boundaries in relationships with children and work colleagues.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Work in accordance with the finance competencies relating to the effective use of resources as set out in the DfE's competency framework for School Business Managers.
- Any other reasonable duties relevant to the role.