



JOB DESCRIPTION

Job Description: Finance Manager	Reporting To: Headteacher
<p>Job Purpose: Working with the Trust Finance Team and the Headteacher, the post holder will support the development, maintenance and operation of financial procedures for South Hunsley School to ensure that all legal requirements are met. Using a range of expertise and evidence the post holder will work closely with finance colleagues, the Headteacher and senior leaders providing support and advice to ensure schools have a consistent approach to financial management.</p>	
Key Responsibilities	
<p>General:</p> <ol style="list-style-type: none"> 1. Preparation or review of all key reconciliations 2. Preparation of the VAT return 3. Prepare monthly budget to actual reports 4. Prepare termly management accounts 5. Prepare year end extended trial balance with backing information 6. Prepare for annual audit to ensure compliance with relevant practices and procedures and takes action when discrepancies are identified referring to The Trust Finance Team /Head teacher as appropriate. 7. Review of the monthly payroll reports/payslips following preparation by the payroll department 8. Prepares and compile individual budget holders annual budgets and estimates for approval by the Headteacher and incorporation into the annual school budget. 9. Preparation of specific detailed budget reports i.e. catering 10. Preparation of the whole school annual budget 11. Monitors all individual budget holders income and expenditure against budgets and takes action to ensure that commitments are contained with appropriate budget heads 12. Assist the Trust's Financial Team where necessary regarding the financial implications of changes in school policies and procedure 13. Assist the Trust's Financial Team to review the financial systems and procedures to maximise effectiveness in providing management information 14. Prepares and presents reports on matters affecting finance for consideration by the Trust, Headteacher and/or Local Governing Body. 15. Supervises all administration arrangements in establishing and maintaining all bank accounts, in recording all transactions. Arranges payment of all invoices and acts as signatory for school cheque account(s). 16. Responsible for the monitoring and ongoing management of the cashless sales system for such services as catering, schools trips, uniform sales and reconciling this system to the main school budgets. 17. Is responsible for the negotiating and securing of viable contracts for whole school equipment and services (i.e. photocopying, vending, hygiene services) and monitoring of performance against agreed terms. 18. Allocates work to subordinate staff determining priorities and ensuring that deadlines are met. 19. Organises procedures and assists in the recruitment and selection of finance staff. Contributes to induction, staff development and training. 20. Delivering in-house training to ensure application of sound financial practice by middle and senior managers and ensuring relevant staff are aware of current practice and procedure. 21. Development of systems, practices and procedures for, and the actual delivery of peripatetic bursary and financial management services to South Hunsley Primaries partners. 22. Advise the business planning process for the development and delivery of extended school services. 	
Specific:	
<p>The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
The key competencies and behaviours commensurate with this post are identified overleaf.	
<p>General Information:</p> <ul style="list-style-type: none"> • <i>The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Director of Finance and Capital and the Headteacher, appropriate to the remit.</i> • <i>The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.</i> • <i>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.</i> 	

- The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)

Ethical Leadership Qualities Competencies and Behaviours

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.

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| | <ul style="list-style-type: none">• Believing in the potential of others; helping them be the best they can be.• Quickly taking in new information and translating that into recommendations, decisions, plans and projects. |
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