

Job Description

ODST – February 2026	St John's CE Primary School
Job Title: School Finance Manager 26 Hours per week	Grade/Salary Range: RG6a 28 – 31, £39,152 to £41,771 (Pro Rata Salary of £24,159.14-£25,775.35, 45.8 weeks per year, £21.65 per hour) Term Time Position, including Inset Days, plus 5 additional days outside of term time (agreed with the Headteacher)

JOB PURPOSE

The School Finance Manager is an integral member of the school's management team, providing financial information, vital to the strategic planning in the school. Through proactive financial management the School Finance Manager will liaise with the Headteacher to ensure that educational and operational goals can be achieved.

The School Finance Manager promotes the highest standards of financial ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of each of the setting's learning objectives.

Through liaison with the Trust CFO and other school finance managers, ensure consistency of reporting, facilitating accurate and timely financial reports for the Trust's Management or CFO.

Responsible for the management of the day to day function of:

- Financial Resources, Accounting and Payments
- The financial aspects of Human Resource Management
- The coordination and management of ICT resources
- Management of Premises and Health and Safety
- Management of Wrap Around Care Provision spaces and Finances

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the Headteacher (Line Manager)

Member of the School's Administration Team

Line Management responsibility for the Finance Administrator Assistant and Caretake/Site Controller

Finance Manager Office provided

MAIN DUTIES AND RESPONSIBILITIES

Leadership & Strategy

- Attend Full Governing Body and appropriate Governors' sub-committee meetings to provide financial reports, acting as a primary point of contact for Finance, IT and Health and Safety.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team for all areas that financially impact the school.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions with the Deputy/Assistant Headteacher.
- Plan and manage change in accordance with the school improvement strategic plan.
- Liaise effectively with all external contractors.
- Ensure all Health and Safety matters and compliance checks are completed and addressed effectively and efficiently.

Financial Management

- Evaluate information and consult with the Head teacher and Governors to prepare a realistic and balanced budget for school activity in line with Trust guidance.
- Submit the proposed budget to the Headteacher, Trust CFO and Governors for approval and lead the overall financial planning process within the school.
- Discuss, negotiate and agree the final school budget.
- Prepare monthly budget monitoring reports against the agreed budget to actively monitor and control performance and to achieve value for money in each school.
- Ensure that all year-end financial requirements are completed in line with guidance from the Trust's external auditors.
- Identify and inform the Headteacher, Central Finance Team and Governors of the causes of significant variance and take prompt corrective action.
- Provide ongoing budgetary information to relevant people.
- Advise the Headteacher, Trust CFO and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets.
- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through savings accounts and other activities.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules (such as Service Level Agreements).
- Monitor the effectiveness and implementation of these agreements.
- Maintain an Asset Register and Inventory ensuring items are security marked as appropriate.
- Ensure the completion of an annual stock take and take necessary action if items are unaccounted for.

Wrap Around Care Admissions and Financial Management: After School Club and Early Birds (ASC / EB)

- Manage the monthly ASC / EB processes, including:
 - Management of waiting lists, offering spaces in line with the school's ratio requirements and ensuring the club is operating as close to capacity as possible
 - Work with the Senior Leadership Team
 - Calculate and prepare the invoices to be distributed to parents
 - Review the debt reports each month and follow up with parents on outstanding payments, escalating as required to the Headteacher

Administration Management

- Contribute to the design, maintenance and review of administrative systems that deliver outcomes based on school aims and goals.
- Manage systems and link processes that interact across the school and Trust (such as in HR and Health and Safety Monitoring).
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.

- Use data analysis, evaluation and reporting systems to streamline systems, to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, LA, Trust and other agencies and stakeholders within statutory guidelines.

Finance System Development

- Attend Trust wide Finance training and meetings that will refine and build financial expertise.
- Build a strong knowledge of the Trust's financial tracking and budgeting software (training available).
- Work with the Trust to contribute towards future financial system development with the school's context in mind.

Management Information Systems & ICT

- Be an integral part of the development of the school IT strategy, ensuring the required financial planning is implemented to devise a sustainable IT development plan.
- Drive the development of a rolling IT replacement & development strategy, in conjunction with the School IT coordinator and Headteacher to facilitate the accurate building of the ICT 3 year budget plan. Provide constructive advice on areas of priority to ensure the best possible allocation of available funds.
- In conjunction with the School IT coordinator and Headteacher review and advise on approaches for existing use and future plans to introduce, improve or discard technology in the school. Facilitate consultation with key stakeholders as part of the decision-making process.
- Ensure correct processes are followed for disposal of redundant items.
- Ensure the provision of resources, support and training are included within the financial plans to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of data supplied.
- Lead on completing website audits for statutory information, and feedback to Headteacher

Human Resource Management (Financial Element)

- Manage the payroll services for all school staff
- Ensure the timely monthly return of absence returns, timesheets and all HR paperwork to the Trust's HR and Finance/Payroll Team.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Provide financial analysis of proposed staffing structures to assess viability of scenarios.
- Liaise with the Headteacher on personnel issues and seek and make use of specialist HR expertise as required.
- Ensure budgets include sufficient levels of funding to complete all statutory training requirements.
- Work in conjunction with the school and Trust's HR administrative team to:
 - ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
 - Ensure supply Insurance Claims are processed within the specified timeframes and generate financial information as required.
 - Review reports that monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff, as prepared by HR
 - monitor the way pay policies and procedures are actioned and provide support where necessary.
 - ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice

PREMISES MANAGEMENT

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- In consultation with the Caretaker and Office Manager, ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site following the financial procedure for the purchase and repair of all furniture and fittings in line with the school budget

- Ensure the continuing availability of utilities, site services and equipment
- Assist Office Manager in monitoring, assessing and reviewing contractual obligations for outsourced school services
- Assist in ensuring a safe environment for the stakeholders of the school to provide a secure environment
- Follow sound practices in estate management and grounds maintenance
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively alongside the Caretaker
- Manage building emergencies at any time with due consideration to health and safety of staff, pupils, community users and by making the necessary arrangements for repairs to be carried out and school to remain operational
- Monitor and reduce the school's energy consumption and provide information for the Annual Display Energy Certificate
- To meet with agencies employed i.e. Cleaning contractors, when required and in liaison with the Office Manager
- Act as the financial liaison for the authorisation of necessary premises and facility works and improvement.
- Review tender documents to provide a financial evaluation and recommendation for the engagement of contractors.

HEALTH AND SAFETY MANAGEMENT

- In consultation with the Caretaker and Headteacher, oversee the planning and records of fire practices and alarm tests to ensure emergency procedures are efficient, effective and timely.
- Be responsible, in liaison with the Headteacher, for the management of Health and Safety within the school e.g. maintenance of asbestos register, safety check of outdoor equipment, water testing etc.
- Ensure the school's written health and safety policy statement is clearly communicated and available to all people.
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, LGBs and where appropriate the Health and Safety Executive.
- Assist in ensuring the maximum level of security consistent with the ethos of the school
- Implement risk management and loss prevention strategies
- This role carries a Level 3 Health and Safety responsibility (training available)
- Manage the Risk Register

General Duties

- Participate in training and other learning activities and professional development as required.
- Share expertise and skills with others
- Oversee the management of enrichment activities such as Breakfast club, residential visits etc
- Arrange for the purchase of software licences
- Work closely with the support of the Headteacher to manage each area of responsibility effectively and work collaboratively to maintain a strong management of each area.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? Enhanced

What Level H&S Responsibilities are applicable to this post? Level 3

PERSON SPECIFICATION

Job Title: School Finance Manager	
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Qualifications/Education/Training:

Accountancy Qualification (CIMA, ACCA, ACA) or qualified by experience

Strong Microsoft Office/Google Suite skills

Experience of using and developing financial management and reporting tools (such as BPS)

Excellent numeracy/literacy skills (GCSE level C in English & Maths) demonstrated by NVQ Level 4 or equivalent qualification or experience in relevant discipline.

Experience:

- Experience of working with accounting systems and connected reporting tools.
- Experienced in the analysis and interpretation of financial data to produce meaningful financial reports that effectively communicate results across multiple settings.
- Experience of compliance of rules and regulations and the delivery of financial services.
- Experiencing of managing budgets and budget variances to maintain healthy financial forecasting.

Skills, Abilities and Competencies:

IT literate with strong Excel/spreadsheet/numerical skills

Ability to undertake complex analytical work

Ability to work autonomously, to lead a team or perform as part of a team

Ability to work to manage workload efficiently and prioritise accordingly

A desire to continually build financial knowledge and skill through avenues of training and support

Communication skills, whether face-to-face, by telephone and by email and recognising the significance of the audience in tailoring these

Interpersonal skills which are effective in ensuring that tasks are clarified and undertaken to a reasonable standard

Recognise the needs of the school and have a belief in creating environments where children can thrive and flourish to achieve their best

Specific Working Requirements:

A demonstrable understanding and commitment to the Trust's policies and procedures.