

THE CHERWELL SCHOOL
Kindness, Opportunity, Responsibility, Excellence

Finance Manager
Job Description

Responsible to: School Operations Manager (SOM)

Salary Scale: Grade 12

Working Time: 30 hrs p/week (Term Time + 5 inset days + 4 weeks)

Job Purpose:

To work in conjunction with the SOM to manage the school's finances;

- To provide timely, monthly management information to enable the Headteacher and Senior Management Team to make informed decisions
- To provide financial guidance and support to the SOM

Areas of responsibility:

Strategic financial planning & budgetary control:

- Work with the SOM, Headteacher and local Governors to establish priorities for expenditure and use of resources to ensure value for money
- Prepare the school's annual budget and in year re forecasts using the budgeting software:
 - Ensuring all funding is correctly and timely received and recorded
 - Liaise with other school departments to ensure staffing and other costs reflect the current position for the purposes of budgeting and in year forecasting
 - Work closely with Headteacher, Timetabling staff and River Learning Trust (RLT) to ensure that the Trust's Integrated Curriculum Financial Planning (ICFP) tool is kept up to date
 - Carry out benchmarking using the ICFP tool and other information
 - Liaise with other staff to set clear budgets for each department (IT, premises catering, faculties, etc...)
 - Follow any instructions issued by RLT Finance for assumptions etc
 - Produce and present budget papers to the Headteacher, Governors and RLT
 - Ensure submission of approved budget to RLT by the deadline

Reporting & Monitoring

- Prepare the school's management accounts and support re-forecasting in the budgeting software
- Ensure timely information is shared with the Headteacher, Local Governors and RLT
- Support the SOM with monitoring performance against budget at reporting periods. Alert the Headteacher, Local Governing Body and the trusts CFO with regard to any area of concerns providing informed recommendations to concerns identified
- Ensure robust actions are taken to address variances with budgets and monitor their implementation
- Measure the school performance against key performance indicators and explain findings to try and identify corrective actions where required
- Look to identify opportunities for efficiencies and maximising income opportunities where possible.
- Provide budget holders with regular updates of their accounts and advise them on matters relating to their budgets
- Reviewing the utilisation of specific funding such as Pupil Premium and SEN funding
- Review of School Condition Allocations and capital expenditure in line with budgets set

Day to day & month end finance processes:

- Manage all Finance office processes ensuring they are carried out efficiently, effectively and according to the RLT financial regulations by the Finance team. This will include but is not limited to:
 - Accounts Payable – ordering, invoices, payments, statement reconciliations
 - Cashless payment system
 - Bank reconciliations
 - Sales Ledger including the invoicing of the schools SLA's
 - Bursary Payments
 - Expenses transactions from prepaid cards
 - Trip control accounts and accounting adjustments
 - Post all adjusting journals as required including the Recharge Journals
 - Filing information which will be required at the audit
 - Communicate effectively with the school community so all are aware of what is expected of them to meet the regulations and ensure the above processes run smoothly.
- Manage use of the procurement card and expenses prepaid cards – maintaining the online accounts
- Ensure the “Finance” email address is monitored daily and provide cover for Finance Officer / Finance Assistant when required
- Maintain the cashless catering system and online payment system
- Work closely with HR Manager ensure the monthly payroll is run smoothly and accurately:
 - Reviewing payroll claims and reports to ensure reports are accurate and amendments are properly authorised and evidenced;
 - Ensure monthly pay claims and other changes are input into Payroll system (Access) by deadline;
 - Ensure correct entry of payroll journal into school accounts;
 - Analyse variances between actual and budget payroll staffing;
 - Make any changes to forecasts as they arise;
 - Ensure monthly payroll is reconciled with the budget
- Carrying out month end procedures in accordance with the Trust's month end checklist including but not limited to:
 - Bank and credit card reconciliations
 - Parent Pay reconciliations
 - Reconciliation of sales and purchase ledgers and review of aged debtors and creditors
 - Where appropriate, ensure debt is chased promptly
 - Review Outstanding Purchase Orders and Unpaid Invoices
 - Post and review accruals, prepayments, accrued and deferred income
 - Ensure all balance sheet reconciliations are up-to-date and any queries are resolved
 - Review and analysis of other income, including lettings, uniform sales, offsite educational visits, etc. to ensure that income is properly and completely recorded and any excess of income over expenditure or vice versa is determined and reported to the SOM

Compliance:

- Maintaining and continuously improving all systems and procedures to ensure that financial transactions are recorded and reported completely and accurately, with effective internal controls
- Ensure that the Trust's finance policies are adhered to across the school and that financial processes comply with the Trust's scheme of delegation
- Ensure financial procedures are fully documented to withstand external scrutiny from internal and external auditors

Line management:

- Line management of the Finance Officer and Finance Assistant (and any other staff in similar roles) carrying out half yearly appraisals and setting their objectives

General Duties:

- Provide financial guidance and support to the Headteacher and SOM
- Support the SOM on any other finance related tasks
- Acting as the key contact with the Trust Central Finance Team on finance related queries
- Assist with annual audit providing any requested evidence to external auditors within the given timeframes
- Support the SOM and Headteacher in any other financial related matters

Other duties and accountabilities:

- Maintaining an awareness of legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters
- Being aware of and complying with policies and procedures relating to Child Protection, Health & Safety and security, confidentiality and Data Protection, reporting all concerns to the Finance Director
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity
- Promoting the Trust's policies on Behaviour for Learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within the Trust
- Undertaking such other duties as reasonably correspond to the general character of the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Notes:

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River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2026