

JOB DESCRIPTION



FINANCE MANAGER

Proposed starting salary: £38,304

Responsible to: School Business Manager (SBM)

Line Management Responsibility: Finance Officers / Finance Assistants (as applicable)

Main Purpose:

The Finance Manager provides high-quality operational leadership of the school's finance function. Working under the strategic direction of the School Business Manager (SBM), the postholder ensures accurate financial processing, robust controls, timely reporting and compliance with financial regulations.

The role carries enhanced responsibility for overseeing day-to-day financial operations, supervising finance staff, and acting as the key operational link between the finance team, the SBM and external finance advisors.

Key Responsibilities:

1. Financial Operations and Control

- Lead the day-to-day operation of the school's finance function, ensuring accuracy, timeliness and compliance
- Oversee processing of income, expenditure, payroll-related finance transactions and reconciliations
- Maintain robust financial controls and ensure adherence to financial regulations, schemes of delegation and audit requirements
- Monitor cash flow and ensure appropriate financial records are maintained

2. Budget Monitoring and Financial Reporting

- Support the SBM in budget setting, forecasting and medium-term financial planning
- Produce regular management accounts, monitoring reports and variance analysis
- Identify financial risks or anomalies and escalate appropriately to the SBM
- Support preparation for internal and external audits and respond to audit recommendations

3. Line Management and Team Leadership

- Line manage Finance Officers / Finance Assistants, providing supervision, support and performance management

- Allocate and prioritise workloads within the finance team to ensure service continuity
- Support induction, training and development of finance staff
- Promote consistent procedures and best practice across the finance function

4. Compliance, Audit and External Liaison

- Ensure compliance with financial policies, procedures and statutory requirements
- Act as the operational point of contact for auditors, local authority finance teams and external advisors
- Maintain accurate records and documentation to support audits, inspections and governance reporting

5. Procurement and Value for Money

- Oversee delegated procurement processes in line with school and local authority requirements
- Ensure contracts, orders and payments are managed appropriately
- Support the SBM in achieving value for money and efficient use of resources

6. Systems, Data and Reporting

- Maintain and develop financial systems to ensure accurate data capture and reporting
- Produce financial data and analysis to support SLT and Governor decision-making
- Ensure data protection and confidentiality requirements are always met

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.