



**Job Description** – School Finance Lead (part-time)

**Location** Oakleigh School & Early Years Centre N20 0DH

**Pay Scale:** LB Barnet Unified Reward Band J. Full time salary range £48003-£53172 p.a.

**Actual salary** £16840- £18654 (14 hours)

**Hours of work:** 14 hours per week, term time only + 1 week (40 weeks per year)

**Contract type:** Permanent

**Reporting to:** Headteacher & Governors

**Responsible for:** Finance, budget and payroll management

### **Role Purpose**

The Finance Lead plays a key role in ensuring the financial health, compliance, and long-term sustainability of the school. The post holder oversees day-to-day financial operations, leads on budget planning and monitoring, and provides high-quality financial advice and reporting to the Headteacher, Senior Leadership Team (SLT), Governing Body and the Local Authority (LA). The role also supports commissioned services, including the off-site Acorn Nursery and the Early Years SEND Advisory Team (EYSAT).

### **Key Responsibilities**

#### **1. Budget Setting, Planning & Monitoring**

- Prepare the annual budget and three-year budget plan with the Headteacher and School Business Manager.
- Present budget proposals and financial updates to the Governing Body.
- Monitor expenditure and income, including payroll, to ensure accuracy and value for money
- Oversee monthly reconciliations and provide accurate financial forecasts on a quarterly basis.
- Use financial data and benchmarking tools to identify trends and support strategic decision-making.
- Contribute to the financial viability of the School Development Plan.

#### **2. Payroll Monitoring**

- Check monthly payroll reports against the approved staffing budget.
- Liaise with payroll and HR to resolve discrepancies and ensure staff are paid correctly.

- Update the school budget to reflect staffing changes.

### 3. Financial Operations & Compliance

- Oversee day-to-day financial processes including accounts payable, income processing and cash controls
- Ensure all financial activities comply with school and Local Authority financial regulations.
- Maintain accurate financial records and ensure documentation is available for audit.
- Implement audit recommendations
- Review and manage service level agreements, including satellite provisions and EYSAT.

### 4. Income Management & Invoicing

- Ensure the correct funding is received for all pupils, including base funding, top-up funding, and out-of-borough placements.
- Raise invoices for commissioned services and out-of-borough pupils.
- Monitor and reconcile grant income including pay related grants, Pupil Premium and PE Grant, ensuring the correct amount is paid to the school

### 5. Local Authority Reporting

- Complete and submit all required financial returns within deadlines
- This will include the following:
  - Quarterly budget forecasts ensuring the financial management system (Arbor Finance) is updated accordingly.
  - Annual budget and three-year budget plan
  - Calculate accruals and complete year-end returns
  - Provide financial information for ad hoc LA requests and audits.

### 6. Reporting to Governors

- Prepare and present financial reports to the Finance Committee, including:
  - Quarterly forecasts
  - Annual budget and three-year plan
  - Year-end and CFR reports
- Attend Full Governing Body meetings when required and provide expert financial advice.

### 7. School Financial Value Standard (SFVS)

- Support Governors with the SFVS return.
- Prepare financial benchmarking reports and present findings to the Finance Committee.
- Ensure finance systems and processes remain compliant with SFVS requirements.

### 8. Financial Support & Advisory

- Provide costings, financial modelling, and scenario planning to support leadership decisions.
- Advise on financial implications of policy changes, staffing proposals, and school development projects.
- Support the school and LA in addressing any budgetary challenges.
- Apply for grants and explore fundraising opportunities.

### **Additional Information**

This job description outlines the main duties and responsibilities of the role but is not exhaustive. The post holder may be required to undertake additional tasks appropriate to the level of the role, as directed by the Headteacher.

## **Finance Lead - Person Specification**

### **Qualifications**

#### *Essential*

- Business degree or related professional qualification

#### *Desirable*

- Accounting qualification or SBM specific qualification (level 4 to 6) i.e. CSBM/DSBM/ADSBM

### **Experience**

#### *Essential*

- Significant and successful expertise across a range of finance activities including procurement, budget setting, monitoring, reporting, auditing
- Management of payroll

#### *Desirable*

- Experience of working in a maintained school
- Experience of working with the Governing Body of a school
- The ability to find creative and innovative solutions to working more efficiently and effectively
- Experience of working effectively with a wide range of external partners or external groups

### **Knowledge and skills**

#### *Essential*

- Excellent communication, numeracy and interpersonal skills
- Proficient user of a range of IT packages including Excel and Word.
- Ability to analyse, use and present data in an effective and accessible manner
- Delivery of value for money initiatives
- Ability to strategically influence decision making
- An ability to interpret legislation and regulations
- Attention to detail and accuracy

#### *Desirable*

- Understanding of school management issues, including delivery of services and systems
- Ability to use RM Finance and Arbor data system
- Demonstrate entrepreneurial drive and successful income generation

### **Personal Capabilities**

#### *Essential*

- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Motivated by a strong drive to improve the organisation and its infrastructure and systems
- Commitment to the aims and ethos of the school
- Strong people management skills, and highly developed interpersonal skills
- Strong organisational and planning skills
- Willingness to constructively challenge the work of others and to continuing own professional development
- Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines.