



Greenleas School

Job Description

Job Title: Finance Manager

Responsible To: Business Manager

Responsible For: Finance Assistants (x2)

Job Purpose

To support the effective financial management of the school by overseeing day-to-day finance operations, supporting budget planning, and ensuring accurate financial reporting in line with Local Authority and statutory requirements.

Key Responsibilities

Financial Management

- Oversee the school's financial operations, including delegated and external funding.
- Support the Business Manager with budget planning, annual forecasts, and financial monitoring.
- Prepare regular financial reports and management accounts as required by the Business Manager, Headteacher and Governing Board.
- Monitor income and expenditure against budgets and provide information to budget holders on balances and commitments.

Finance Operations

- Manage invoicing, the sales ledger and credit control processes.
- Authorise purchase invoices and oversee effective debt management.
- Prepare financial returns including month-end, quarter-end and year-end processes, reconciliations and VAT returns.
- Maintain accurate financial records, including petty cash and the school's asset register.

Early Years and Income-Generating Activities

- Oversee financial processes relating to Early Years provision, including funding claims and invoicing.
- Support financial monitoring for income-generating areas such as lettings and extended provision.

Payroll and HR Administration

- Check payroll information to ensure accuracy.



- Maintain staff personnel records, including contract changes and data entry within the school's HR and MIS systems.
- Support preparation of the School Workforce Census.

Team Management

- Line manage the Finance Assistants, supporting their day-to-day work and development.

Systems, Compliance and Support

- Work with the Business Manager to maintain and develop the school's financial systems, policies and procedures in line with Local Authority guidance.
- Provide support to the wider school office team where required.
- Ensure confidentiality and compliance with school policies in all financial and personnel matters.

General

- Undertake other duties appropriate to the level and nature of the post.