



## The Bishop's Stortford High School Job Description

<b>Job Title:</b>	Finance Manager
<b>Responsible to:</b>	Director of Finance and Resources
<b>Line Management:</b>	Finance Assistant
<b>Job Grade:</b>	M1 from £42, 839
<b>Contract and Hours Of Work:</b>	Full Time 37 hours
<b>Job Purpose:</b>	To oversee the day-to-day operation of the Finance Team and support the work of the Director of Finance. To work with other members of the staff to support the school.
<b>Main Duties &amp; Responsibilities</b>	<b>Finance</b> <ul style="list-style-type: none"><li>• To undertake monthly reconciliation of the Purchase Ledger Control Account, undertaking regular checks on the overview of the School's funds</li><li>• To assist in budget planning, supplying costings and research prices</li><li>• To raise invoices, preparing sundry cheques for signature, checking supplier statements, issuing receipts, ensuring expenditure is within budget constraints and is properly approved</li><li>• To process orders for goods/services for the School, liaising with staff and suppliers to obtain Best Value and checking suppliers' statements as and when received</li><li>• To assist with the management of the local bank account, including regular checks and monthly reconciliations of bank statements</li><li>• To be responsible for the management of petty cash and timely banking of all cash</li><li>• To assist with and oversee the collection of all money relating to school based activities, liaising with relevant teaching staff and entering details on the computer monitoring program</li><li>• To obtain and process orders, invoices, receipts and payments in a timely and efficient manner</li><li>• To reconcile credit card statements and catering department bulk purchasing expenditure</li><li>• To process travel and subsistence claims, checking details for accuracy and obtaining appropriate authorisation</li><li>• To input salary details and all employment amendments to the in-house Payroll system (SAGE 50 Professional) and prepare the monthly salary file for checking.</li><li>• Monthly reporting of the Local Government Pension Scheme</li><li>• Just-in-time reporting to HMRC within statutory guidelines. Issuing P60's as necessary.</li><li>• To set up new cost centres on the accounting system as required</li><li>• To control receipts from charity collections and subsequent distribution</li><li>• To deal with enquiries from budget holders regarding their income and expenditure as required</li></ul>

	<ul style="list-style-type: none"> <li>• To maintain a preferred suppliers list and contracts register, and investigate new suppliers to check they are bona fide</li> <li>• To provide financial reports as may be required by authorised staff</li> <li>• To run the school's stationery shop</li> <li>• To review the retention of old accounting records and arrange for periodic disposal thereof</li> <li>• To ensure that all enquiries are dealt with efficiently and effectively</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To supervise and support the work of the Finance Assistant</li> <li>• To assist in maintaining the school's asset register</li> <li>• To administer free school meals</li> <li>• To calculate and apportion charges in respect of mini-bus usage and departmental stationery sales</li> <li>• To support the financial aspects of the Trips and Visits Co-ordinator, in particular by agreeing the budget, overseeing parental communications from a financial perspective, preparing the final accounts and providing the monthly reconciliation of the trips register</li> <li>• To undertake general office duties as appropriate. To assist the Finance Director with the Health &amp; Safety within the school, ensuring compliance with Fire Safety and checking that annual inspections have taken place.</li> <li>• To administer the Sixth form Bursary payments according to the school's policy</li> </ul> <p>To arrange as necessary audit reporting as per financial delegation policies</p> <ul style="list-style-type: none"> <li>• Ensure Insurance policies are relevant, renewed as appropriate. Process Insurance claims in a timely manner</li> </ul> <p><b>General</b></p> <p>The duties may be varied by the Headteacher or Line Manager to meet changed circumstances in a manner compatible with the post held</p>
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## Person Specification

	ESSENTIAL	DESIRABLE
a) Experience	<ul style="list-style-type: none"> <li>• Preparation of payroll and statutory requirements</li> <li>• Preparation of accounts and processing accounts payable, accounts receivable and credit control.</li> <li>• Reconciliation of bank statements, petty cash and processing cash in a timely manner ready for collection</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of staff</li> <li>• Experience of working within a school</li> <li>• Understanding insurance terms and conditions, ensuring the business insurances are kept up-to-date and making claims as necessary</li> <li>• Knowledge of Health &amp; Safety</li> </ul>
b) Qualifications	<ul style="list-style-type: none"> <li>• AAT Technician qualification or higher</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid At Work qualification</li> </ul>
c) Skills	<ul style="list-style-type: none"> <li>• Sage payroll</li> <li>• Excel, FMS Accounting software or similar</li> <li>• Ability to work under pressure</li> <li>• Prioritise work load</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with budgeting</li> <li>• Maintain an asset register</li> <li>• Knowledge of running a small fleet of vehicles</li> </ul>
d) Qualities	<ul style="list-style-type: none"> <li>• Ability to negotiate with all stakeholders</li> <li>• Friendly and polite to students, staff and stakeholders</li> <li>• Self-motivated</li> <li>• Positive attitude</li> <li>• Flexibility</li> <li>• Willingness to listen and learn and assist colleagues as necessary</li> </ul>	

### Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

### Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.