

## Job Description

### School Finance Manager

Job Details	
<b>Grade</b>	Subject to Job Evaluation
<b>Job Evaluation Number</b>	TBC
<b>Directorate</b>	Children & Families
<b>Division</b>	Schools

#### 1.0 Portfolio Responsibilities

This job develops and maintains the financial systems, producing statutory reports, budgets and forecasts for management and Governors. It manages procurement processes, monitors income and expenditure, oversees audits and ensures compliance with financial regulations. The job provides expert financial advice to budget holders and manages finance and administrative staff including performance management.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

##### Finance

- Developing, maintaining and reviewing the school's financial systems and procedures, including overseeing internal and external audits.
- Producing financial plans and reports, financial statements, cost estimates, budget forecasts and recommendations for management and Governors for planning purposes, benchmarking, internal and external audit.
- Managing processes for the purchase and receipt of goods and services, which may include liaising with suppliers, administering contracts and service level agreements with suppliers.
- Providing advice to budget holders and ensuring all procedures comply with Financial regulations.
- Overseeing, monitoring and reconciling the collection and banking of all monies received in school, both official and unofficial.
- Producing statutory and official reports and returns as required.
- Monitoring budgets including providing reports, analysing variances and recommending and taking corrective action as needed with budget holders.

- Preparing and submitting bids for external funding under the direction of the Headteacher.
- Managing income and grant funding to ensure the school receives all monies to which it is entitled.
- Administering the school lettings procedures to maximise income.
- Managing transport arrangements for events, trips, visits and activities on the school calendar.
- Overseeing and advising on finance activity and processing carried out by teaching and non-teaching staff.
- Attending and reporting to Governing Board and Sub-Committees as required

### Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

### Person Specification

#### Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/I	Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Qualifications	AF/I	Hold a recognised professional accounting or finance qualification or equivalent demonstrable experience.
Experience	AF/I	Have substantial experience in financial management within an educational or relevant setting.
Experience	AF/I	Have substantial experience administering financial processes including budgets, forecasting and audit procedures.
Skills	I	Be able to fulfil all spoken aspects of the role using the English Language as required by Part 7 of the Immigration Act 2016
Skills	I	Be highly proficient in financial management software systems and advanced Microsoft Excel

		applications.
Skills	I	Possess excellent analytical abilities to interpret financial data and identify variances effectively.
Skills	I	Have excellent communication and advisory skills to support budget holders and senior leadership.
Other	I	Demonstrate a flexible and adaptable approach to supporting varied school operational needs
Competency	I	Be able to promote and model working independently and working effectively as part of a team
Competency	AF/I	Be able to develop budget preparation, monitoring and production of detailed financial forecasts.
Competency	AF/I	Be capable of developing and maintaining complex financial systems and internal control procedures.
Competency	AF/I	Be skilled in producing statutory returns and financial reports for governors and management.
Competency	WBE	Be capable of managing multiple priorities and meeting strict deadlines independently and effectively, remaining calm under pressure.
Knowledge	I	Demonstrate comprehensive understanding of school finance regulations and local authority financial procedures.
Knowledge	AF/I	Understand procurement processes, contract management and supplier relationship management in public sector.
Training	I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the

role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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