

## Finance Manager - Job Description

### Job details

**Salary Range:** Scale S02: £41,576 - £42,859 (pro-rata); Spinal points 27-29

**Contract type:** Full time (36 hours per week), permanent, 41 working weeks (term time + 2 weeks) **Reporting to:** Headteacher

### Main purpose

The Finance Manager will have responsibility for strategically leading the academy's finance and procurement functions and will be accountable and report to the Executive Principal and/or Head of School for the planning, development and delivery of these.

These functions include:

- Strategic Financial Planning;
- Financial Resource Management.

The role will also include working in partnership with the Finance Teams at Head Office to ensure an effective and efficient business/financial management service in school.

The post holder will work when needed with other academies within TEFAT, promoting the Trusts ethos of collaborative working and potentially leading TEFAT projects.

### Duties and responsibilities

#### Leadership

- Working collaboratively and alongside the Senior Leadership Team in strategically leading and being accountable for the academy's financial functions.
- Lead on risk management within the academy including contingency planning; advise senior leadership team colleagues to mitigate risks to the delivery of strategic objectives.
- Development and implementation of finance related policies.
- Leadership, organisation and management of staff performing finance functions, including performance appraisal.
- Work with the senior leadership team to develop and implement the academy improvement plan to ensure improved standards of learning and achievement in the Academy.
- Provide strategic financial advice and support to the Senior Leadership Team.
- To represent the school at Trust level in finance and procurement management.
- Develop professional finance manager communities through ongoing collaboration and networking.

#### Strategic Financial Planning

- Responsible for the strategic financial planning, forecasting and monitoring of expenditure of the budget, working closely with senior leaders and TEFAT Finance Team in budget planning and forecasting (3 year plan).
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
- Evaluate systems and information to assess trends and make appropriate recommendations
- Generate and co-ordinate new income streams which are supportive of the ethos of the Academy to maximize income, including writing bids.

#### Strategic Financial Resource Management

- Responsible for the financial management of Academy resources to ensure Value for Money
- Financial reporting to TEFAT as required and undertaking all statutory financial procedures Ensure strong financial internal controls are in place to mitigate against fraudulent activity.

- Support staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitor Academy cohort data to ensure that records are correct and the correct funding received eg. Special education needs funding, free school meals and pupil premium eligibility.
- Manage the payroll service for all Academy staff, including the administration of pension schemes and associated services
- Develop efficient and cost effective systems and procedures to enable value for money decisions to be made by those managing resources.
- Prepare and validate information for publications and returns for TEFAT, the DfES, ESFA, other agencies and stakeholders within statutory requirements and guidelines.

### **Financial Management linked to Human Resources**

- Manage the recruitment and performance management process for financial staff with the Principal.
- Ensure people have a clear understanding of the key financial policies and procedures and the importance of putting them into practice.
- Monitor the way financial policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise.
- Support the school's strategic objectives and obtain information for workforce planning.
  - Identify the type of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

### **Other**

- Responsible for procurement and contract management, in particular, educational resources and services, subscriptions and licenses.
- Responsible for the management and strategic development of income generated through premises.
- Take responsibility for the organisation and administration needed for school trips and curriculum activities, for example swimming lessons and workshops.
- Manage staff training and transport bookings.
- Monitor, assess and review contractual obligations for outsourced Academy services.
- Manage the provision and successful delivery of external extended services and lettings.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the Academy and implement and manage such schemes accordingly.

### **General Duties Relevant to all Staff**

- Act with professional integrity at all times, following our Code of Conduct as outlined in the Staff Handbook;
- Share The Elliot Foundation's commitment to safeguarding and promoting the welfare of children and young people: follow local Child Protection procedures by acting on any safeguarding issues and immediately informing the DSL;
- Ensure the promotion of equal opportunities and British values in all aspects of school life;
- Challenge poor performance in any area of the school's activity;
- Observe all Health and Safety rules and guidance and take all reasonable care to promote the Health and Safety at work of yourself, other staff and pupils;
- Comply with all the principles of data security as outlined in the General Data Protection Regulations to maintain security of data;

The Finance Manager will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not

a comprehensive list of all tasks that teachers will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School/Executive Principal.

**Notes:**

This job description may be amended at any time in consultation with the postholder. **Last review date:** December 2024

**Next review date:** June 2025

**Headteacher's signature:** \_\_\_\_\_

**Date:**

**Postholder's signature:** \_\_\_\_\_

**Date:**