

ASSISTANT FINANCE MANAGER

PERSON SPECIFICATION

Please read this Person Specification carefully, as it will be used to assess candidates as part of the shortlisting and interview process. You should state any experience you have had, which shows how you meet the criteria, when you complete your application form. If you are selected for an interview, you may be asked to undertake practical tests to demonstrate some of the skills and abilities listed below. The Trustees will be looking for candidates who most closely match the following criteria but they do not expect the successful candidate to meet all the “desirable” criteria upon joining the school. However, the postholder will be expected to build on existing knowledge, experience, and skills during his/her continuous professional development.

Criteria	Essential	Desirable
Knowledge Qualifications Experience Skills Abilities	<ul style="list-style-type: none"> • Good general education • Excellent ability in Microsoft and GSuite • Good awareness and understanding of school frameworks and funding • Effective use of IT Software • Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims • Able to establish and maintain good financial practice • Able to delegate tasks and manage own workload to meet deadlines • Able to identify own professional development needs and ensure they are met • Able to identify and manage potential risks • Able to lead appropriate innovation projects • To implement and follow Academies Financial handbook, Education Funding and Department of Education requirements 	<ul style="list-style-type: none"> • Graduate or equivalent • Accountancy qualification or by experience • Experience in school finance • Experience of Arbor • Successful track record in working with various stakeholders. • Looking to progress to finance manager role within next 2/ 5 years
Personal qualities	<ul style="list-style-type: none"> • Flexible approach to work • Ability to take responsibility • Acts with integrity, honesty, loyalty and fairness • Confidentiality • Self-starter but also able to work collaboratively with other team members • Natural authority and confidence in dealing with people and situations • Calm and organised under pressure • Resilient and determined 	<ul style="list-style-type: none"> • Successful experience of role in wider school community

JOB DESCRIPTION

Role	Assistant Finance Manager
Accountable to	Finance Manager/ School Business Manager
Job purpose	<ul style="list-style-type: none">• To ensure that the school meets and maintains its educational aims, vision and values• To assist the Finance Manager with the financial aspects of the school's operations and ensuring all financial reporting is in place.• To manage and monitor the school's finances with the Finance Manager, taking a proactive role in the key processes of budget setting, forecasts, benchmarking and both internal and external reporting• To assist the Finance Manager with financial processes and compliance with EFA, HMRC and external audit requirements and recommendations• To oversee, allocate and review work of Finance Assistants.

GENERAL:

- To follow all safeguarding procedures
- Ensure that all students have equality of opportunity
- Promote the school's ethos and culture within the department and wider community
- To comply with the school's Health and Safety policy

SPECIFIC DUTIES:

Financial Management

In partnership with the Finance Manager & School Business Manager

- Monitor the budget all year round, advising where revisions or changes are needed
- Find and apply for grants, charitable donations and any other relevant sources of financial incentive for the school.
- Comply with insurance arrangements for the school
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Carry out monthly budget monitoring, analysis, forecasting and investigating any variances arising, including liaising with budget holders.
- Monitoring of sales invoices and aged debtors
- To ensure all aspects of financial management for school trips are overseen including collection of money including liaising with external financial support providers, processing of payments, and liaising with trip leaders with regards to costs and that all Risk assessment and paperwork are in place and uploaded to Evolve in conjunction with the Finance Assistant responsible for trips.
- To ensure the collection and safeguarding of cash receipts prior to banking
- To ensure the KWS Financial Handbook is regularly updated and issued to all staff.
- To ensure the school is complying with the Financial Scheme of Delegation at all times.
- Ensure all month end procedures are completed on a timely basis and take responsibility for all balance sheet entries.
- management of Fixed asset register and depreciation.
- Cash management including Insignis Investment platform and savings account.
- Monthly payroll reconciliation to budget software.
- Year end work including prepayments and accruals and assisting getting information together for external audit

Financial Administration

- Action purchase orders in an accurate and timely fashion
- Action invoices in an accurate and timely fashion
- Paying of invoices following the appropriate authorisation via BACS or cheque
- Completing bank reconciliations and identifying any variances
- Answer calls and assist with queries, both internal and external
- Assisting in the preparation of month and year-end information
- Input internal and external journals as required
- Closing down the records at the end of each month to enable the Finance Manager to report to the Trust board
- Monitoring funds received through online system and creating journals to credit the correct nominal codes accordingly
- Administering petty cash
- Tracking PP/FSM Funds spent/allocated and reporting this to the Assistant Headteacher responsible for Pupil Premium.
- Chromebook Scheme reconciliation on an annual basis to ensure all funds have been received and accounted for.
- Posting of miscellaneous income and setting up of new codes in accordance with Academies Financial handbook as applicable.
- Creating new user profiles on Access Finance and ensuring correct permission rights.
- Half-Termly departmental budget reports issued.
- Review of cost centre and ledger code postings and ensuring entries are correct.
- Recharges for Admin Supplies and Printing/Photocopying charges.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements in conjunction with the School Business Manager
- Track all school policies and ensure they are updated in accordance with the policy review schedule and are in a consistent house style/format.
- Monitor and update the risk register in conjunction with the School Business Manager

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Act as part of the the school's data protection team, taking responsibility for monitoring data protection compliance, advising and reporting on GDPR issues, as required

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You may also at times be required to deputise for the School Business Manager or Chief Financial Officer.