



# Moseley School and Sixth Form

## Finance Manager



**Succeeding together**

inspiring excellence in character and scholarship



# Moseley School and Sixth Form

Moseley School and Sixth Form  
Wake Green Road  
Moseley  
B13 9UU

T: 0121 566 6444  
E: enquiry@moseley.bham.sch.uk

Headteacher: Mr A Bate BSc NPQH

Dear Colleague,

We are looking for a dynamic, forward thinking and innovative Finance Manager to join Moseley School and Sixth Form and help shape the future of the school from within our finance department. Moseley is a fast-paced environment with the finance team being an integral part in providing clear budgetary planning and management to inform both short and long term planning and to strategically maximise income utilisation and manage the budget to optimise the impact on student progress.

The role is vital to us being able to continue our journey to excellence as a school. We are looking for the best leader to continue the work we have already put in place to develop our RAISE values – Resilience, Ambition, Independence, Supportive and Effective communication. These are the foundations upon which our school vision is built to enable our staff and students to the best futures possible.

Our ideal candidate will strive to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other aspects of their lives, whether that be through participation in sports clubs, the Duke of Edinburgh Award, Young Enterprise, The TAP Project, or their passion for fund raising and helping out in the community.

We aspire to provide the very best educational opportunities and outcomes for all our students; Ofsted recognised that we continue to be a good school when they inspected in September 2021.

We welcome visitors to the school. Please contact us if you would like to arrange a visit.

**Your application must be received by 8.00am on Monday 15<sup>th</sup> July 2024.**

**Please note this advert may close when sufficient applications are received.**

**Interviews will be held on Thursday 18<sup>th</sup> July 2024**

Yours faithfully,

Andrew Bate  
Headteacher



# Moseley School and Sixth Form

## Post Information

- Post Title:** Finance Manager
- Salary/Grade:** GR5 - SP32 – SP 40; £40,221 to £48,474
- Contract Type:** Normal working hours 36.5 hours per week. All year round.
- Contract Term:** Permanent
- Contract Start Date:** As soon as possible.

We are looking for a dynamic, forward thinking and innovative Finance Manager to join Moseley School and Sixth Form and help shape the future of the school from within our finance department. Moseley is a fast-paced environment with the finance team being an integral part in providing clear budgetary planning and management to inform both short and long term planning and to strategically maximise income utilisation and manage the budget to optimise the impact on student progress.

### What we can offer you

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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## Job Description

<b>Post Title:</b>	<b>Finance Manager</b>
<b>Salary/Grade:</b>	<b>GR5 - SP32 – SP 40; £40,221 to £48,474</b>
<b>Contract Type:</b>	<b>Full time</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Working Time:</b>	<b>Normal working hours 36.5 hours per week. All year round.</b>

### Core Purpose:

- To ensure that the financial management within the school complies fully with the requirements of the Department for Education, Birmingham City Council (BCC), as well as all other relevant statutory and audit requirements.
- To maintain the school's financial systems and ensure the provision of operational financial information to the Head Teacher, Business Support Manager, Leadership Team, Governing Body, and external bodies as required.
- To support the Business Support Manager with the strategic and operational development of the school's finance systems.
- To ensure efficient and effective financial management of resources, in order to deliver the School's Strategic Improvement Plan
- To monitor, evaluate and continuously review the quality and effectiveness of financial operations within the school.

### Responsibilities – Financial Management:

- To ensure the effective and efficient running of the school's allocated budgets as delegated by the Headteacher
- To produce the monthly budget monitoring reports
- To ensure significant variances are investigated and corrective action identified and reported to the Business Support Manager
- To produce month end and year end accounts
- To ensure that IR35 checks are undertaken in line with HMRC requirements
- To produce monitoring reports and supporting documentation for the Governing Body
- Attend Governing Body meetings to present financial information
- To prepare and submit financial returns as and when required
- To lead on the Schools Financial Value Standard
- To produce draft budgets in consultation with the Headteacher and Business Support Manager
- To oversee the administration of School Fund income and expenditure and to prepare the records for the year-end audit
- To assist the Business Support Manager with maintaining and updating the school's financial procedures and policies in line with BCC requirements
- To ensure an audit trail exists for all financial operations & support financial audits undertaken
- To oversee the Asset Management Register and ensuring it reflects a true and fair view of the School's Assets
- To post payroll journals on the finance system

### Responsibilities – Line Management:

- Overseeing the work of the Finance Officer and in the post holder's absence provide cover for this role.
- To be responsible for the line management including performance management and recruitment for this role.





## Responsibilities – Operational Activities:

- Responsible for processing the BACS payment file on at least a weekly basis, issuing payment remittances to suppliers
- To ensure income is banked on a regular basis and that all transactions are entered onto the financial system in a timely and accurate manner.
- To ensure all bank accounts are reconciled on a fortnightly basis
- To support the Community Facilities Sports Manager with processing the financial transactions related to the Sports Centre
- To oversee the processing of claims for payment and reimbursement
- To oversee internal journals and process virements as appropriate.
- To prepare and submit the monthly VAT returns in accordance with HMRC requirements.
- To prepare the monthly cash flow forecasts and reconciliation of the balance sheet.
- Update budget projections half termly
- To oversee the annual filing/storage of year's invoices as per audit requirements and arranging for the disposal of financial records in line with School policy
- To assist the Business Support Manager with reviewing contracts and suppliers to ensure value for money.
- To be the point of contact for all financial queries with external stakeholders and within the school and to resolve such matters, consulting with the Business Support Manager when appropriate to do so.
- To oversee aged creditors and debtors, ensuring suppliers are paid within agreed terms and highlighting any outstanding income reporting to Business Support Manager on a monthly basis

## Other Responsibilities

- Attend meetings as required
- Assist with whole school duties as required
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up to date with current educational developments and legislation affecting school finance operations within your area of responsibility
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

**Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**



## Person Specification - Finance Manager

Method of Assessment (MOA): C Certificate

I Interview

T Test or  
Exercise

P  
Presentation

AF Application Form

Qualifications & Experience	Essential E/ Desirable D	MOA
<ul style="list-style-type: none"> <li>Must be able to consistently demonstrate they are numerate and literate, (Minimum GCSE Maths &amp; English Grades A* - C or equivalent)</li> </ul>	E	C
<ul style="list-style-type: none"> <li>AAT qualified, or working towards</li> </ul>	D	C
<ul style="list-style-type: none"> <li>CIMA/CIPFA qualified</li> </ul>	D	C
<ul style="list-style-type: none"> <li>Good standard of Education to A Level (or equivalent)</li> </ul>	E	C
<ul style="list-style-type: none"> <li>Computer literate including experience of using Microsoft Office</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Knowledge and understanding of budgeting, auditing and financial reporting requirements</li> </ul>	E	AF/I/T
<ul style="list-style-type: none"> <li>Experience of working in a finance environment, minimum of three years</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>Experience using a computerised finance system</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Experience of using Access Finance</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Experience of producing management accounts</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Experience of line management</li> </ul>	D	AF/I
Skills and Abilities		
<ul style="list-style-type: none"> <li>Ability to undertake financial administration and financial monitoring</li> </ul>	E	AF/I/T
<ul style="list-style-type: none"> <li>Ability to interpret and follow policies and procedures</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Strong accountancy and numerical skills, ability to manage complex information</li> </ul>	E	AF/T
<ul style="list-style-type: none"> <li>Strong Microsoft Office Excel skills, at a minimum of an intermediate level, advanced is desirable</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Able to communicate in a clear and concise manner both on the telephone and face to face</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to produce budget monitoring information and to prepare written reports for the Governing Body in an understandable format</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Ability to problem solve and to identify and implement solutions</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Ability to undertake systems administration work on the computerised finance system</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>Ability to develop and maintain effective working relationships with a wide range of people</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work independently on own initiative</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	E	T/I
Other Attributes		
<ul style="list-style-type: none"> <li>Up to date knowledge of school funding</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Discretion, tact and confidentiality at all times</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Good time management and the ability to prioritise workload</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Able to work under pressure and to deadlines, and deliver excellent attention and produce accurate results</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Evidence of successful team working</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Deep understanding and commitment to the safeguarding of children</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Suitability to work with children</li> </ul>	E	I



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