



The Royal School
Wolverhampton

Finance Manager Job Description

Salary	Level 6 (£26,103 to £32,573) Dependent upon experience and qualifications. Full time (35 hours / 52 weeks)
Purpose	Manage a team of finance staff to ensure the provision of an effective and efficient finance service to the school. To support the DFS and Principal in their responsibility to ensure the school meets its statutory requirements and furthers the education of the pupils.
Accountable to	Director of Finance and Services (DFS)
Accountable for	Finance team – Finance officers
Main Responsibilities:	
Organisation	<ul style="list-style-type: none">• Support the DFS and Principal, in the planning, development, design, organisation and monitoring of Finance systems, procedures and policies.• Supervise, train and develop Finance staff.• Liaise between managers, teaching staff and support staff.• Assist in arrangements for school trips, activities and other school events
Finance	<ul style="list-style-type: none">• Management of the schools financial management system, including updates/back up and utilising to full capability• Produce accurate and timely monthly management accounts including preparation and input of journals, accruals and prepayments, calculation of depreciation and variance analysis.• Prepare and monitor Income and Expenditure forecasts• Oversight of the finance function ensuring compliance with regulatory and statutory regulations.• Provide analysis and evaluation of data and produce reports and information as required including the accounting dashboard• Ensure compliance with audit requirements• Ensure segregation of duties within the Finance team.• Reconcile all school bank accounts, advising the DFS of any irregularities.• Prepare and monitor Cash Flow forecasts• Prepare delegated budgets, liaise with budget holders, monitor and report on spending proposals.• Deal with budget queries, advising on solutions where appropriate• Ensure the validity of School payment card transactions.• Provide on-going budgetary information to Senior Leaders and Middle leaders.• Advise the DFS if fraudulent activities are suspected or uncovered.• Assist with the preparation of timely and fully costed proposals, recommendations or bids.• Complete control account reconciliations.

	<ul style="list-style-type: none"> • Update and review the fixed asset register • Be responsible for maintaining the school inventory • Manage financial administration procedures, including the collection and recording of cash and cheques • Co-ordination of the year end process. • Provide assistance to the DFS and external auditors with the preparation of end of year accounts • Complete VAT returns • Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records
Payroll/Pensions	<ul style="list-style-type: none"> • Support the Finance officer in the processing of monthly payrolls • Calculate year end accruals and prepayments in respect of salary costs • Prepare and check end of year returns regarding tax, NI, pension contributions etc. for approval by the Director of Finance • Complete all statutory returns required by external agencies requesting information (e.g. childcare scheme salary assessments, Department for Work and Pensions schedules) for subsequent authorisation by the Director of Finance. • Check and upload all payroll information into the school's financial management system and prepare a monthly reconciliation of payroll control accounts. • In conjunction with the Principal's PA, prepare annual salary statements and issue to all staff within set deadlines • Provide the business link with the pension providers to ensure all administrative and legislative requirements are met. • Prepare and file P11ds. • Ensure compliance with pension regulations, providing support to the Payroll officer in the administration of the schools pension schemes – completing relevant forms and returns as required • Liaise with relevant external bodies and ensure all year end returns are accurately filed, including data checks on annual service returns • Issue information to staff on changes in pay (e.g. inflationary uplifts, deadlines for changes). • Responsible for redundancy estimates and calculations.
Administration	<ul style="list-style-type: none"> • Respond to correspondence as requested by the DFS • Complete and submit forms and returns as requested by the DFS. • Provide organisational and advisory support to other staff. •
Resources	<ul style="list-style-type: none"> • Operate relevant equipment/ICT packages • Be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources • Provide advice and guidance to staff and others on complex issues. • Undertake research and obtain information to inform decisions.
General Duties	<ul style="list-style-type: none"> • To adhere to the policies and procedures of the Royal School. • Make a positive contribution to the wider life and ethos of the school; • Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community • To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards

	<ul style="list-style-type: none"> • To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns with regard to health and safety • Any other duties required by the DFS and Principal, which is within the scope of this post. • At all times carry out duties with due regard to the school's Health and Safety policy. • To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour. • Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority.
Ethos	Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.



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Finance Manager Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/ Training	Professional accountancy qualification - part	Professional accountancy qualification	Production of the Applicant's certificates
Experience	<p>An understanding of budget management and accounting techniques.</p> <p>Experience of undertaking a range of administrative and technical duties.</p>	<p>Experience within an education setting.</p> <p>Experience of budget monitoring and account reconciliation</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p>A sound knowledge of a range of computer applications, including financial management systems.</p> <p>Working knowledge of relevant legislation, policies and codes of practice, eg. Data Protection Act, Freedom of Information etc.</p>	Knowledge of requirements of Academies Financial handbook	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills/ Attributes	<p>Strong interpersonal and communication skills to effectively manage areas of responsibility and to liaise with all key contacts.</p> <p>To understand the need to adapt communication style to suit the audience and situation.</p> <p>The ability to adapt to constantly changing priorities and demands</p> <p>Able to analyse and interpret complex information and make recommendations.</p> <p>Able to apply problem solving techniques to different situations to achieve a favourable outcome.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>Able to identify work priorities and to manage own workload to meet deadlines.</p> <p>Able to show sensitivity and objectivity in dealing with confidential issues.</p>		
Personal Qualities	<p>Enthusiasm and approachability - excellent communication and interpersonal skills</p> <p>Superb organisational skills with a meticulous eye for detail</p> <p>Flexible, adaptable and open to new ideas</p> <p>Capable of independent thought and willing to accept responsibility, but also a good team player willing to consult, seek advice and accept direction when appropriate and learn positively from experience</p> <p>Intuitive, resourceful and discreet</p> <p>Commitment to regular training and continued professional development</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>