

<b>Role</b>	<b>Finance Manager</b>
<b>Job Purpose</b>	To be responsible for the provision and maintenance of the school's financial and accounting support service, within the overall legal and regulatory framework and in accordance with GDST policies and procedures. To oversee GDST Enterprises within the School
<b>Accountable to:</b>	The Director of Finance and Operations
<b>Responsible for:</b>	Finance Officer
<b>Accountabilities</b>	<p><b>1. Management of resources and administration</b></p> <ul style="list-style-type: none"> <li>a. Assist the Director of Finance and Operations to prepare the School's annual expenditure budget in accordance with GDST guidelines and give financial advice and information to budget holders.</li> <li>b. Prepare the spring budget forecast (update of annual budget).</li> <li>c. Manage the schools financial administration in accordance with the GDST's financial accounting procedures, and using specified computerised financial management systems, to ensure that adequate records are maintained, that all expenditure delegated by the GDST to the school is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Director of Finance and Operations.</li> <li>d. Monitor expenditure against budgets at specified intervals (including staff costs if required), produce and present reports, financial summaries and returns as required by the GDST, Head and Director of Finance and Operations to inform decision-making.</li> <li>e. Manage finance related to Bursaries and Scholarships (if required).</li> <li>f. To be responsible for the management of the COMPLETE Purchase Ordering system</li> <li>g. Oversee the management of the School's direct payment systems.</li> <li>h. Prepare Financial Report for Governors termly meeting (as required).</li> <li>i. Ensure that the school and GDST databases are updated regularly to enable data retrieval to provide accurate and effective reporting as and when required.</li> <li>j. Manage the operation of the school and GDST purchase invoice systems, process receipts and payments including petty cash, carry out banking as</li> </ul>

required, and prepare bank reconciliations as required. Manage the reconciliation of Credit Cards and Pre-Payment Cards.

- k. Manage processing of orders for services to the school, ensuring 'best value for money' by applying an annual review of quotations for all services and suppliers.
- l. Prepare monthly, annual and periodical financial returns and claims, including VAT returns, for Trust Office as required.
- m. Undertake month end and end of year school budget procedures including accruals and prepayments.
- n. Act as the point of contact for external and internal audits, ensure that records and reports are maintained to comply with audit policy.
- o. Oversee school insurance policies and make relevant claims ensuring the insurance payment is received into the school's accounts.
- p. Actively seek opportunities for cost-improvements and ensure 'value for money' is at the core of all financial activities.
- q. Keep procedures and practices under review to ensure that they meet the school's needs and contribute to the smooth running of the school.
- r. Undertake specific additional duties which may be required according to local circumstances, for example:
  - i. Undertake checks of canteen cashiering.
  - ii. Review catering contractor's invoices.
  - iii. Management of finance for the after school club.
  - iv. Oversee the production and issuing of invoices for educational visits, lunches, minibus travel, SEN lessons etc
  - v. Oversee issue of invoices at required intervals for GDST Enterprise Lettings and provide reminder statements to hirers as required.

## **2. Leadership & management**

- a. In liaison with Director of Finance and Operations, recruit, induct, develop, deploy, motivate and appraise staff for which responsible to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- b. Foster a service orientated, 'can do', approach and a

	<p>culture of support within the team, ensuring that there are mutually supportive working relationships between academic and support staff.</p> <p><b>3. Training &amp; development of self and others</b></p> <p>a. Regularly review own practices, set personal targets and take responsibility for own self-development.</p> <p>b. Ensure that training needs of staff for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.</p> <p>c. Provide on-site induction and training for school based staff in order to ensure compliance with procedures and efficient and effective use of financial resources.</p>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification

### Skills Required

Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, governors, the GDST and external bodies.	Essential
Confident in the use of computer packages including Spreadsheet, Work Processing and Database systems	Essential
Excellent numeracy skills with the ability to analyse and present statistical information with confidence.	Essential
Ability to understand, interpret and communicate financial information.	Essential
Ability to operate, monitor and maintain systems for effective budget management	Essential
Excellent interpersonal skills	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
Ability to line manage personnel including the management of annual appraisals	Essential

### Knowledge Base

Strong accounting and financial experience and knowledge	Essential
Experience of: <ol style="list-style-type: none"> <li>1. Purchase Ledger</li> <li>2. General Ledger</li> <li>3. Sales Ledger</li> <li>4. Bank Reconciliations</li> <li>5. Purchase Ordering software (COMPLEAT)</li> <li>6. Payment Portals (WISEPAY/AGORA/PARENT PAY)</li> </ol>	Essential     Desirable Desirable
Experience of working with databases	Essential

Internal accounting and budget management	Essential
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### Qualifications/Attainment

	Level	
Accountancy /Financial qualification eg ACCA/ CIMA/ AAT or equivalent	Full ATT	Essential
	ACCA / CIMA	Desirable
Understanding and application of Accounting software, eg PS Financials	Intermediate	Essential
Understanding and application of MS Office, word processing, excel spreadsheets	Advanced	Essential
Experience in using, SIMS, COMPLEAT, Payroll Software applications or equivalent	Intermediate	Desirable

### Experience

Experience of working in a finance or accountancy environment	Essential
Proven experience in successfully operating financial database and spreadsheet packages in a commercial/educational environment	Essential
Experience of finance analysis and reporting in a business environment	Essential
Experience of Line Management of Finance staff	Essential
Able to demonstrate from past experience the ability to construct business cases and costing analysis	Desirable
Have experience in supporting and advising budget holders in the management of budgets	Desirable
Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils.	Desirable

### Attitude/approach

Calm, flexible, approachable aptitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure	Essential
Demonstrate commitment to the improvement and development of own performance	Essential
Have the confidence to train and advise the and school based staff on all aspects of Local Financial Management	Essential