

Business & Finance Manager

Holmes Chapel Comprehensive School

Full time, 52 weeks, 37 hours

Salary - depending on qualifications and experience



Job Purpose

To deliver an effective, accountable and consistently high quality financial support service for the school through the implementation of robust, measurable systems and processes which maximise the use of resources, deliver best value and enhance the delivery of teaching and learning for students.

Job Description

- Manage the school's day to day financial and banking operations and activities using the chosen software to enable effective, accurate, timely delivery of financial reports and information to the Director of Operations when requested.
- To accurately prepare, analyse and interpret complex financial information including budgets, income and expenditure reports, financial forecasts, and other reports as required by the executive team, governors, senior leaders, and other colleagues or external stakeholders.
- Maintain accurate financial records and documentation to ensure consistent audit trails and a sound basis for financial analysis, decision-making and strategic planning.
- Attend full board meetings and appropriate governors' sub-committee meetings as necessary
- Assist the Director of Operations in ensuring that the school's statutory returns are submitted to the relevant statutory bodies as required by the Academies Financial Handbook in an accurate, timely manner.
- Manage and annually assess the effectiveness of central resource purchasing for the school, establishing and implementing robust, accountable ordering processes to ensure the school achieves best value.
- Annually prepare a three year budget plan along with assumptions for Governor approval.
- Carry out monthly reconciliation of payroll and investigate any anomalies.
- Annually review all financial policies and procedures, make recommendations for change, implement agreed changes and keep future financial effectiveness under active review.
- Manage the development and implementation of an annual programme of Internal Audit.
- Remain up to date with changes to financial regulations and undertake training to ensure that the school follows best practice in this area.
- Keep up to date with HCCS policies and procedures and undertake relevant training.
- Ensure that the financial practices of the school are robust and comply with statutory requirements and guidance.
- Manage the school invoicing process to ensure all income due is secured in a timely fashion to meet cash flow targets.

- Accurate and timely preparation and submission of VAT reporting.
- Completion of cash flow forecasting
- Maintain accurate computer-based accounting records including all aspects of financial processes, systems and procedures, ensuring compliance with the requirements of the Data Protection Act.
- Monitor Faculty and Department spend and notify the Head and Director of Business Services of any significant variances in projected spend or other financially-related issues.
- Produce and present financial reports to the Board of Governors and meet regularly and jointly with the Chair of Governors and Director of Operations to provide up to date financial reports.
- Manage, develop and appraise the other members of the finance team using the relevant Academy policies.
- Produce accurate monthly financial status reports for budget holders showing spend against profile and meet budget holders to control costs, discussing issues, variations or areas of concern to enable early identification of solutions for action.
- Assist with the preparation of the annual accounts and lead year end audit process.
- Establish robust day to day operational financial systems and clearly communicate ordering mechanisms and requirements to budget holders to ensure standardised compliance with agreed audit trail procedures.
- Manage and maintain an effective asset register for the school ensuring it is annually updated.
- Assist the Director of Operations in negotiating, managing and monitoring contracts, tenders and agreements for the provision of business support services for the school.
- Centrally manage and maintain the school's bank of contracts and service level agreements providing the Director of Operations with appropriate timely advance notice of renewals, contract expiry dates and termination periods.
- Analyse external contractor service performance data (e.g. Catering) to identify trends and report progress on achieving value for money.
- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.
- Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for own safety and that of students and colleagues.
- To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.
- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Director of Operations from time to time, up to or at a level consistent with the main responsibilities of the job.



Person Specification

The person we are seeking should:

- Possess a recognised accountancy qualification, be in the process of studying for a recognised accountancy qualification or have recent, practical equivalent accountancy experience both at day to day processing and strategic financial management levels.
- Experience in a finance role, including budget planning, monitoring and reporting, within the public sector would be favourable, ideally in the education sector.
- Experience of producing management accounts including budget analysis, balance sheets and cash flow statements.
- Experience of purchase ledger, sales ledger, nominal ledger and cash book transaction processing.
- Experience of ACCESS Accounts Software would be advantageous.
- Knowledge of spreadsheets and how best to use them in order to analyse, organise and sort data to extract meaningful results to aid decision making.
- Knowledge of appropriate financial benchmarking.
- Knowledge of VAT regulations.
- Knowledge of financial regulations relating to company and charity legislation.
- Possess the ability to meet deadlines and work well when under pressure without compromising accuracy.
- Have excellent ICT skills, in particular Microsoft office and Google applications.
- Be an analytical thinker capable of high level financial and statistical data interpretation with a natural ability to analyse information and simultaneously deal with a range of complex issues.
- Have well-developed planning, organisational and administrative skills.
- Experience of management, supervision, training and appraisal of a team.
- Have the ability to identify own and others training needs and how these may be met as part of a process of continuing learning and development.
- Demonstrate effective communication and presentation skills – both oral and written, plus high level influencing skills.
- Be able to effortlessly work with both financial and nonfinancial people within the school, with a clear ability to extract and explain financial information.
- Be able to demonstrate attention to detail and accuracy but have the capacity to see the 'big picture' and be receptive to change.