



## JOB DESCRIPTION

**Post:** FINANCE MANAGER

**Scale:** Grade 8, SCP23-28  
30 hours per week  
41 weeks (term time plus 2 weeks)

**Reporting to:** Chief Finance Officer

**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.

## MAIN DUTIES AND RESPONSIBILITIES

- Manage the school's day to day financial and banking operations and activities using ACCESS to enable effective, accurate, timely delivery of financial reports and information to the CFO when requested
- Maintain accurate financial records and documentation to ensure consistent audit trails and a sound basis for financial analysis, decision-making and strategic planning
- 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.
- Produce monthly management reports for discussion with the CFO
- Completion of cash flow forecasting
- Assist the CFO 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



- Assist with the preparation of a three year budget plan along with assumptions for Governor approval
- Monitor the budget in ACCESS to allow budget variance reporting
- Carry out monthly budget analysis to monitor departmental spend and notify the CFO of any significant variances in projected spend
- Liaise with budget holders and arrange meetings to discuss performance against budget
- Keep working budget updated
- 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
- 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.
- Produce monthly payroll journal and analyse staffing costs against budget
- Carry out monthly reconciliation of payroll and investigate any anomalies
- Assist with the year end preparation for the annual accounts and year end audit queries
- Assist the CFO in negotiating, managing and monitoring contracts, tenders and agreements for the provision of business support services for the school
- Manage the access rights of staff on the finance software and provide training where required
- Manage, develop and appraise the other members of the finance team using the relevant Academy policies
- Manage and maintain an effective asset register for the school ensuring it is annually updated.



**Personal & Professional Development**

- Assist with the development and training of the finance team
- Proactively contribute to the best practice of the Finance Office

**Other Tasks and Responsibilities**

- 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 CFO from time to time, up to or at a level consistent with the main responsibilities of the job