

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Finance Manager

Directorate: Shoreditch Park Primary School, Hackney Education

Reporting to: The School Business Leader

Grade: PO3

Job description

Purpose of the post:

- To manage the administrative function and to maintain systems to facilitate effective financial control within the school.
- To maintain the school's financial systems and accounts and manage the school's administrative and secretarial functions.
- To maintain the school's database on pupils and staff and assist in the management of the school premises.

Main duties and responsibilities:

- Maintain the school's financial and accountancy systems.
- In conjunction with the School Business Leader, prepare the annual budget for approval by the Headteacher and Governing Body.
- Prepare termly expenditure accounts for presentation to the Headteacher and Governing Body.
- Ensure timely production and issue of financial reports and returns as required by the LEA.
- Be responsible for the school's accounting procedures, including arrangement of audits, ensuring maximum return on investments, acting as a cheque signatory and controlling petty cash.
- Liaise with the payroll provider regarding the correct payment of staff salaries, including the administration of claims for travel and overtime.
- Co-ordinate the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
- Be responsible for the receipt, safekeeping and banking of all monies received by the school.
- In conjunction with the School Business Leader, manage the income generating activities of the school.
- Managing the school's administrative and secretarial function.

- Responsible for the school's support staff, including arrangement and development of appropriate training.
- In conjunction with the School Business Leader, manage the process of recruitment and selection of staff.
- Co-ordinate the work of the office staff, ensuring efficient running of the school office.
- Act as systems manager for the administrative computer network and be responsible for the security of data and access rights to the system. Identify developments for the use of I.T. to improve effectiveness of school administration.
- Assist in the management of the school premises.
- Manage income from premises lettings to outside bodies.
- In liaison with the premises staff, be responsible for buildings maintenance including, furniture and equipment, ensuring security and repair.
- Oversee the school's caretaking and cleaning, including quality control.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced CRB Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title: Finance Manager

Person Specification

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	Essential	Desirable
Qualifications		
1. Relevant accounting or finance qualification.	✓	
Experience		
2. Experience of finance and administration in a similar public sector environment.	✓	
3. Experience of monitoring a budget and analysing financial reports.	✓	
4. Experience of managing staff.	✓	
5. Experience of school/college finance systems.	✓	
6. Experience of buildings management.	✓	
Knowledge		
7. A sound knowledge of financial management and accounting procedures.	✓	
8. Computer literate.	✓	
9. Up to date knowledge of local government finance.	✓	
10. Well developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems.	✓	
11. Familiarity with pay and conditions of local authority staff.	✓	
Skills		
12. Ability to set and work to agreed targets.	✓	
13. Ability to communicate effectively with persons at all levels.	✓	
14. Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.	✓	
15. Ability to organise own tasks with minimum supervision.	✓	