

# 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

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Job title: Finance Manager

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Directorate: Rushmore Primary School

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Reporting to: School Business Manager

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Grade: P01

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## Job description

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Purpose of the post:

- To maintain systems to facilitate effective financial control within the school.
- To maintain the school's financial systems and accounts.
- To assist in the preparation of budgets.
- To facilitate the payment of authorised invoices.

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Main duties and responsibilities:

- Maintain the school's financial and accountancy systems.
- In conjunction with the Business Manager and Headteacher, prepare the annual budget for approval by the Governing Body.
- Prepare monthly expenditure and income accounts for presentation to the Business Manager, Headteacher and Governing Body.
- Ensure timely production and issue of financial reports and returns as required by the LEA.
- Lead on financial audits undertaken by LEA.
- Prepare and submit authorised year end accounts
- Be responsible for the school's accounting procedures, including arrangement of audits, ensuring maximum return on investments 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.
- Ensure that the school obtains best possible value for money from suppliers and contractors.
- Be responsible for the receipt, safekeeping and arrangements for banking of all monies received by the school.
- Manage school fund account, ensuring all income is accurately accounted for and receipts given for cash
- Manage income from premises lettings to outside bodies
- Monitor expenditure and process invoices for payment. Raise and authorise payments to suppliers.
- Draft financial policies as required for approval by Business Manager and Headteacher
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

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- 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.

General  
requirements:

- Enhanced DBS Check
- Take part in the school's performance management system
- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	✓	✓
1. A recognised qualification in financial management or equivalent.	✓	
<b>Experience</b>	✓	✓
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 producing standard financial reports.	✓	
<b>Knowledge</b>	✓	✓
5. A sound knowledge of financial management and accounting procedures	✓	
6. Computer literate	✓	
7. Up to date knowledge of local government finance	✓	
8. Well-developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems	✓	
9. Familiarity with pay and conditions of local authority staff.	✓	
<b>Skills</b>	✓	✓
10. Ability to set and work to agreed targets	✓	
11. Ability to communicate effectively with persons at all levels.	✓	
12. Ability to maintain efficient record keeping systems.	✓	
13. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
14. Ability to work pro-actively to achieve efficiency and effectiveness	✓	
15. Ability to organise own tasks with minimum supervision	✓	