



Stoke Newington School
& Sixth Form

JOB PACK

Finance Manager

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**STOKE NEWINGTON SCHOOL & 6TH FORM
FINANCE MANAGER**

**Salary - Scale PO2 £34,938-£37,650
36 hours per week, all year round**

The School:

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school which has recently received a good OFSTED inspection. The School specialises in Arts and is committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

The post:

This is an important role within the school. The Finance Manager leads on financial management for a school with a budget of £13 million. You will manage a finance officer and will be responsible for ensuring financial systems are maintained, regular monitoring and reporting of income and expenditure against budgets maintaining and completing year end returns. You will also be responsible for ensuring purchasing and procurement processes are efficient and effective. You will ensure proper banking of whole school income and you will be responsible for the petty cash account. You will use the schools HCSS resources and accounting systems to prepare school budgets.

The finance manager support the Director of Finance and Resources in the management of HR, facilities as well as providing efficient financial support to other departments, including HR and ICT and provide peri-bursar services to other schools as directed.

You:

You must be a part qualified accountant, ACCA, CIMA, or CIPFA or be demonstrably qualified by experience. You must have experience of finance & administration in a similar public sector environment including preparing budgets and final accounts and monitoring a budget and analysing financial reports. You will need to be well organised and meticulous at all times, be able to work under pressure to strict deadlines without sacrificing accuracy or your sense of humour! You will be expected to show initiative in the way you approach your work. You will need to be an excellent communicator at all levels, be able to work effectively as part of a team. In your dealings with students, staff, parents, suppliers and stake holders you will be professional at all times.

You must be willing to follow school policies and procedures, especially around safeguarding and health & safety and to undertake any training pertinent to your position. Knowledge of the financial workings of a school would be an advantage but excellent IT skills, and experience of accounting packages and spreadsheets is a must.

Contacting us:

If you are interested in applying for this post, please download an application form from this site <https://www.stokenewingtonschool.co.uk/jobs> . If you have any queries or require any further information, please email robert.barr@sns.hackney.sch.uk. Or call 020 7241 9600 ext 225.

The deadline for receipt of applications is the 8th of November 2018.

You may email your completed applications to: recruitment@sns.hackney.sch.uk

We are an equal opportunities employer committed to ensuring diversity in our workforce.

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.

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Job details

Job title: Finance Manager

Directorate: *Stoke Newington School*

Reporting to: Director of Resourcing

Grade: PO2- £34,938-£37,650

Job description

Purpose of the post

- Manage all direct aspects of the school's finances, to include: establishing and maintaining systems of control, providing financial planning and reporting, identifying income streams, effective financial management and ensuring best value from services and contracts
- Monitor and act upon reports from the outsourced payroll services
- Leading the Finance Team to ensure that the team supports the Director of Resources, Business Operations, the Headteacher, Governors and the LEA in all resources and financial matters and providing a first class service to the school.
- Ensuring compliance with legal, governance and financial practices
- Support and promote the vision and values of the school.
- Support the Director of Finance and Resources in management of HR, Facilities and IT

Main Duties and Responsibilities

Maintenance of the school's financial and accountancy systems, including:

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- Lead in preparation of the three-year financial plan for the school.
 - Administer the setting of annual budgets.
 - Manage audit processes and ensure all relevant paperwork, procedures and systems are in place to ensure positive outcomes and full compliance.
 - Prepare annual financial procedures for all staff.
 - Prepare monthly financial/budget monitoring reports, cash flow forecasts, management accounts, estimates and complete other financial returns as required by the Headteacher, Director of Resources: Business Operations, budget holders, LEA, DfE/EFA, HM Customs and Excise and the Charity Commission, governors, and any other group or organisation for which financial and management information is required.
 - Support and attend relevant governing body and other meetings – provide and update documentation as necessary, eg management accounts, updated policies and procedures, audit reports, risk registers, etc.
 - Monitor the cash flow of the school and implement creditor and debtor policies and procedures.
 - Implement effective operation of financial control within the school
 - Develop appropriate financial regulations and work with budget holders to ensure compliance in control, monitoring and efficient disbursement of the school budgets.
 - Work with the Auditors, Responsible Officer and the Director of Finance and Resources: Business Operations to implement recommendations and best practice
 - Maintain effective systems of internal control
 - Ensure that annual financial statements are properly presented and are adequately supported by the underlying books and records required
 - Monitor the operation of contracts entered into for the supply of goods and services to the school and ensure best value
 - Ensure accurate records are kept of all school assets including acquisitions & disposals
 - Produce and implement appropriate policies and procedures to ensure compliance and effective finance and resource management
 - Monitor, assess and review contractual obligations for outsourced school services and apply the principles of best value
 - Implement a cycle of internal audit
 - Work with budget holders to audit review expenditure and ensure activities are properly costed and budgeted for and achieve best value
 - Ensure all VAT requirements are met and complied with including the appropriate treatment of lettings and other income streams
 - Assist with developing and sourcing new income streams
 - Maintain an accurate and up-to-date register of assets, ensure items are depreciated and agree a replacement programme with the Director of Resources as part of the budget planning process.
 - Ensure value-for money in all areas of expenditure. Develop and implement value-for-money reviews of key areas of expenditure in the school including staffing. Benchmark against and liaise with other schools.

Payroll and Contract Management; oversight of Resources

- Manage the payroll services for all school
 - Monitor payroll and contract administration, in liaison with the
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payroll and personnel management provider, and the school HR Officer

- Maintain and monitor salary information and produce salary forecasts and contract data.

Team Leadership and Team working

- Line manage the Finance functions of the school
- Promote culture of giving high regard to efficient allocation of resources
- Develop a flexible team who are able to interchange and cover all areas, tasks and duties within the team
- Line manage the Lead FSA, support development of induction programme, facilitate shared meetings, and training for Faculty Support Assistants
- Take part in support staff SDT as a support staff leader
- Implement appropriate finance and resource management policies and procedures to maintain good practice and ensure compliance
- Be an effective and flexible member of the team, contributing to the successful provision of value for money support services throughout the school.
- To provide appropriate financial training to colleagues
- To represent the school at relevant meetings.

Other Professional Responsibilities

- Take responsibility for your own continuing professional development and keep up to date with developments in finance and resource management.

Other Responsibilities

- To be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or relevant member of the Senior Leadership Team
 - To ensure compliance with your responsibilities as laid out in the school's Equal Opportunity Policy and take an active role in promoting equality and diversity
 - To work co-operatively and support the school's Performance Management System and commit to your own continued professional development
 - To promote the school's ethos of being "creative and excellent education for all" and support our commitment to providing a
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caring and stimulating environment, and improving standards for all students within the school

- To support the Director of Finance and Resources in management of HR, Facilities and IT
 - To undertake all other reasonable duties as requested by the Headteacher.
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Job	Finance Manager
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Person Specification

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> UK - part qualified accountant - ACCA, CIMA, CIPFA or demonstrable QBE 	✓	
<ul style="list-style-type: none"> CSBM/DSBM 		✓
Experience		
<ul style="list-style-type: none"> Experience of finance & administration in a similar public sector environment. 	✓	
<ul style="list-style-type: none"> Experience of preparing budgets and final accounts in a public sector environment. 		
<ul style="list-style-type: none"> Experience of monitoring a budget and analysing financial reports. 	✓	
<ul style="list-style-type: none"> Experience of managing staff public sector environment. 	✓	
<ul style="list-style-type: none"> Experience of school/college finance systems. 	✓	
Knowledge		
<ul style="list-style-type: none"> A sound knowledge of financial management and accounting procedures. 	✓	
<ul style="list-style-type: none"> Up to date knowledge of Local Government and school finance. 		✓
<ul style="list-style-type: none"> Well developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems. 	✓	
<ul style="list-style-type: none"> Familiarity with pay and conditions of teachers and other local authority staff. 		✓
Skills		
<ul style="list-style-type: none"> Ability to set and work to agreed targets. 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively in speaking and writing with persons at all levels. 	✓	
<ul style="list-style-type: none"> Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. 	✓	
<ul style="list-style-type: none"> Ability to organise one's own tasks with minimum supervision. 	✓	
<ul style="list-style-type: none"> Ability to work cooperatively with all other colleagues in school to promote a team ethos 	✓	
<ul style="list-style-type: none"> A complete commitment to rigour, honesty and accuracy 	✓	

