



DISS HIGH SCHOOL
Finance Manager

Scale H

Responsible to the Business Manager

General Responsibilities & Duties:

- To manage within the agreed financial manual's systems and controls, assuring delivery of the academy finances. Proposing updates and revisions to the Financial Manual on an annual basis to the Headteacher and Governing Body;
- To ensure that the financial transactions of the academy are carried out in an appropriate manner and that the financial regulations of the academy, ESFA and other agencies are observed;
- To lead the Finance function and assist the Business Manager with the:
 - Management and control of the school's financial resources;
 - Planning, allocation and use of financial resources in a manner which satisfies the requirements of accountability and financial control;
 - Identification and reporting major variances and the reasons for such variances;
 - Production of ad hoc reports, including financial or management reports for the school's governing body.

Specific Duties:

- Responsible for ensuring the following tasks are carried out as defined in corresponding procedures:
 - Raising orders for goods, supplies and services;
 - Raising payments for approved expenditure;
 - Ensuring that all payments are properly approved;
 - Using the agreed accounts financial system;
 - Maintaining all data records relating to income and expenditure;
 - Accounting for all income and expenditure;
- Authorise payments within delegated authority, passing those outside delegated authority to the Headteacher for authorisation;
- Ensure that all properly authorised expenditure is routinely checked for accuracy and to safeguard against error, ensuring that budget lines are not allowed to be overspent without authorisation;
- Manage the audit procedures, coordinating provision of information requested by both the internal and external auditors in a timely manner;
- Create and manage an inventory of assets so that the acquisition and disposal of assets is accounted for;
- Perform monthly checks & reconciliations to maintain the accuracy of data entered onto the finance system;
- To support the Business Manager by assisting in the production of a balanced budget and financial plan for agreement by the Governors;
- Prepare the monthly accounts and reports, analysing variances with budget owners against budgeted figures for presentation to the Governors;

- To run quarterly VAT returns, checking that the figures are accurate & correctly submitted to HMRC;
- To manage the system for school trips including assisting teaching staff in accurately costing trips, collecting payments, paying invoices and reporting outcomes.
- Administer the bank, credit card, payments and accounting systems; recommending any changes to the Headteacher;
- Manage ad hoc projects as directed by the Business Manager or Headteacher;
- Maintain awareness of legal, regulatory and mandatory financial procedures;
- Provide, as directed and through the finance team, administrative support appropriate to the needs of the school;
- To comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description;
- To line manage the Finance Officer.

General duties:

- To promote, reinforce and model the academy's commitment to safeguarding and promoting the welfare of children and young people;
- To be either a Fire Marshal or a trained first aider;
- To maintain staff and pupil confidentiality;
- To undertake training as appropriate;
- To participate in the performance management programme;
- To undertake other responsibilities within the overall purpose and scope of the post.

Working Hours:

37 hours per week. Typically this would be 8.15am – 4.30pm (Monday to Thursday) and 8.15am – 4.00pm on Friday, with 45 minutes midday break. However, flexibility in working hours is required at times of pressure such as during audits. Holiday entitlement is 27 days per annum and this must be taken outside of term time.

Salary:

The salary will be on Scale H £28,226 to £30,095 per annum, dependant on particular skills and previous experience.

Safeguarding

Diss High School is committed to safeguarding the welfare of all of its students and all staff must have an enhanced DBS check and satisfactory references. All posts are likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

PERSON SPECIFICATION – FINANCE MANAGER

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE Level 2 English and Maths (A-C or 9-4) or equivalent • Appropriate financial qualifications and experience (e.g. ATT, Chartered Institute of Public Finance and Accountancy) • Experience within education • Sound general education sufficient to meet the operational and intellectual requirements of the post 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">Certificates</p>
<p>Skills/Competencies</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Office, email and the internet • Excellent interpersonal, written and verbal communication skills • Able to take direction and work in collaboration with the Senior Leadership Team • Ability to build and form relationships with colleagues and other professionals • Ability to keep abreast of developments and changes in associated legislation and guidance and communicate information to colleagues as appropriate 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">Application and Interview</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of SIMS, SIMSPay and Sage • Knowledge/overview of Company and Charity Law • Knowledge/overview of the Academies Handbook • Knowledge/overview of Academies Accounts Direction • Working knowledge of financial software systems 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">Application and interview</p>

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Experience</p> <ul style="list-style-type: none"> • Evidence of finance, business and administrative management experience • Experience of managing change and implementing new systems/ procedures/ controls • Evidence of effective line-management • Ability to work at both strategic and operational levels • Conversant and up-to-date with general financial regulations • Experience of preparing and presenting financial reports • Application of principles and methods of financial control and reporting • Understanding of the implications of VAT • Experience, knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">Application and interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to maintain strict confidentiality • Initiative and ability to prioritise work to meet deadlines • Able to work flexibly • Efficient and meticulous in organisation • Sense of humour 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">Interview</p>
<p>Other Requirements</p> <ul style="list-style-type: none"> • Evidence of continuing professional development • Willingness to seek specialist advice and the awareness of who to contact 		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">Application and Interview</p>