



## Lionel Walden Primary School

### Job Description: Finance Manager

**Contracted hours:** 15 hrs per week, 38 weeks per year

**Hours:** Can be negotiated

**Salary:** Scale 5, salary point 14-16 (dependent upon experience)

**Responsible to:** The Headteacher

**Job purpose:** To assist the headteacher and the Governing Body by managing and providing financial support required to maintain the efficient running of Lionel Walden Primary and Pre-School and its wrap around provision (Lions' Den) in pursuit of its educational aims and strategic direction.

#### General responsibilities

- Be familiar with and support the Vision, Values and Goals of the School and take all decisions in line with these.
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection.
- Behave in a professional manner at all times demonstrating mutual respect for all members of our community.
- Ensure own continuous professional development, seeking opportunities for innovative and effective practice
- Undertake any other duties/responsibilities, which may reasonably be regarded as within the grade of the post as defined.

#### Financial Management

- To prepare annual school budget for recommendation to the Headteacher and Governors.
- Monitor expenditure against budget and ensure that all income due to the School is received/collected
- Prepare and submit all finance returns required by the Local Authority, including monthly returns of income and expenditure and updated forecasts.
- Maintain appropriate financial control systems, ensuring that the school's procedures comply with Local Authority's standing instructions.
- Supervise the school's Bank Account ensuring that monthly reconciliations are carried out in a timely and accurate manner.
- Manage the school's cash balances.
- Act as a point of contact for the Local Authority Auditors, liaising with Governors as necessary.
- Oversee the collection of School Funds from parents.
- Controlling day to day purchases and expenditure.
- Ensure there is accurate day to day financial transactions working closely with the Headteacher
- Ensure compliance with financial regulations in all school transactions.
- Review the market for contract services purchased by the school and negotiate with suppliers in order to achieve best value wherever possible – eg telephone, reprographics equipment, catering, grounds maintenance etc.
- Investigate fund raising for the school in submitting bids and other activities.

## **Payroll**

- To be responsible for the management of the payroll information and pensions information for the school's directly employed staff.
- Ensure that the school's appointed payroll provider is informed of overtime and additional hours.
- Preparing monthly returns for overtime and additional hours.
- Liaise with the Headteacher and Local Authority ensuring all staff are paid in accordance with their agreed pay and conditions.
- Deal with any staff queries on pay, pensions etc.
- Be responsible for ensuring that the Apprenticeship Levy Account is managed efficiently to ensure the best value for the school.
- Update payroll records to include new staff contracts and make amendments to existing staff contracts when necessary.

## **Human Resources**

- To ensure that all the necessary financial data required for payroll, Teachers' Pension (TP) and Local Government Pension Scheme (LGPS) is submitted in respect of new appointments, changes to an existing member of staff's terms and conditions or the termination of a member of staff's employment.
- Update new staff contracts and any amendments to existing staff contracts when necessary.

## **Insurance**

- Act as primary point of contact for the School's Insurance brokers, dealing with the annual insurance renewal.
- Ensure adequate cover is maintained.
- Contribute to the maintenance of the school's asset registers.
- Oversee the handling of any claims on the insurance policies.

## **EYFS**

- Maintain appropriate Pre-School finances including completion of termly EY funding claims, monitoring of Pre-School budget and the overseeing of parent's eligibility for EY funding.

## **Before and After School provision**

- Maintain the accounts of the before and afterschool provision, including invoicing and collecting of fees.

## **Continued Professional Development**

- Undertake any necessary professional development as identified by the school.
- Attend any sessions deemed important and essential put on by the Local Authority or our HR Provider.

## **Notes**

This job description is non-contractual and provided for guidance only. It will be updated and amended from time to time in accordance with the changing needs of the School. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.