



# Millfield Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## JOB DESCRIPTION

### Finance Manager

Grade:	Admin Scale SO1 points 23 to 25
Working pattern:	32 hours per week; 41 weeks per year (term time plus 3 weeks)
Responsible to:	The Principal
Direct Reports:	N/A
Indirect Reports:	N/A
Job Description Issue Date:	April 2025
Postholder Name:	
Postholder Signature:	

## Purpose of the Role

To have oversight of all matters relating to the administration of all school finances and to ensure such matters are handled in accordance with regulations to a high level of efficiency. This particularly applies to the provision of management information and operation of the school's bank accounts. To act as a key staff member supporting the academies' senior leadership team and also work closely with the Trust's central Finance team.

## General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, and politeness for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties/responsibilities which may reasonably be regarded as within the grade of the post as defined.

## Specific Responsibilities

- Manage the school's funds and associated bank accounts. Oversee the maintenance of all school accounts, including preparing the BAC's payment runs and ensuring that all suppliers are paid in a timely manner, and the cashflow is managed across the school.
- Identify all potential income streams and funding that may be available to the school, and consult with the SLT and Finance Business Partner to prepare a realistic and sustainable budget in accordance with the relevant Trust activity timetables.
  - This will need to include staffing costs that are relevant to the number of classes and students, and required non-pay costs that will enable the school to provide the level of education required by the Trust.
- Submit the proposed budget to the Principal for approval with the knowledge and understanding of how the figures have been calculated. Support the Principal to understand how the budget has been set and what assumptions have been made.
- Update the budget as agreed to reflect input from the school senior leadership team and the central finance team
- Work alongside the central finance team within the Trust to produce a 3 year forecast, based on the number of pupils and relevant income and expenditure expectations of the

school. Identify any risks and potential changes and raise these with the Trust, and work with them to mitigate wherever possible. Discuss, negotiate and agree on the final budget in conjunction with the Principal and the central finance team.

- Work alongside the Trust central finance team to maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- To complete monthly management accounts within the specified time limits, including:
  - Updating the finance budgeting and forecasting system IRIS for any staff changes and ensuring that these reconcile back to the Payroll system iTrent.
  - Reviewing the payroll report and highlighting any potential queries, and posting the monthly payroll journal ensuring that the following are reviewed on a monthly basis: Pensions, Overtime, Absences, and Salary increments.
  - Completing the payroll reconciliation between the budget and the actual costs including comments on IRIS.
  - Reviewing the Budget Monitor reports in IRIS and adjusting for any changes to the forecast with relevant comments, and highlight any significant differences to the SLT and the Trust finance team.
- Putting formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
  - Lettings
  - Leases
- Monitoring the effectiveness and implementation of service level agreements and any longer term contracts, to ensure best value for money is being achieved.
- On a regular basis, (generally quarterly) reviewing the Aged Debtors, and Creditor reports to ensure there are no outstanding debts due to the school, or any old invoices outstanding, and follow up on any queries as required.
- Ensuring that all purchase orders and invoices are raised on the system in line with the Trust's finance policies and procedures.
- Ensuring ordering of goods and supplies and approval of invoices for payment are processed within agreed regulations and timeframes.
- Ensuring the school complies with VAT legislation with support from the central finance team as necessary.
- Completing year end financial processes promptly and in line with the Trust deadlines with support from the Trust central finance team as necessary.
- Supporting the internal and external audit processes and contributing to reports and implementing agreed recommendations under the direction of the Trust's central finance team and Principal.
- Ensuring that the financial consequences of all decisions are understood by both SLT and the Trust.
- Advising the Principal and Trust central Finance team if any fraudulent activities are

suspected or uncovered.

- Carrying out any other duties consistent with the overall level, nature and grading of the post.

*In addition, to undertake such duties of a similar nature, as may be reasonably directed by the Principal and SLT from time to time. Work cooperatively as part of the administrative team within the school supporting colleagues at times of heavy workload.*

### Key Performance indicators

- Delivery of effective financial management and reporting to deadlines with clean internal audits;
- Successful feedback from key stakeholders including and not limited to Principal, SLT, Finance Business Partner, Finance Director and other TEFAT Directors;
- Successful meeting all of the relevant job description requirements.
- All communication with parents, staff, children and external contacts is polite, warm and supportive, meeting the expectation of the school and the Trust

### Key Relationships (Internal and External)

- The Principal
- The senior leadership team
- HR Manager and other colleagues in the office based team
- Site Manager
- The Finance business partner and Finance director at TEFAT
- Other Finance/Business Managers and finance colleagues across the Trust
- Employees of external agencies and contractors

### Notes

- This job description is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the Academy/TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed; and
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- 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.

Person Specification - Finance Manager		
	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to A level or NVQ3/AAT or equivalent	X	
Finance qualification or equivalent experience	X	
<b>Knowledge and Experience</b>		
Financial reporting & annual school budget knowledge		X
Financial reporting and annual budget setting experience	X	
Monthly management accounts knowledge	X	
Experience of using financial systems	X	
Experience of using payroll systems to review and process monthly payroll		X
Ability to understand, interpret and communicate financial concepts to others with varying levels of financial understanding		X
<b>Professional Skills</b>		
Ability to use ICT skills for reporting and analysis purposes (incl. Google / MS Excel)	X	
Good IT skills - working knowledge of Itrent, IRIS and Arbor		X
Able to relate well to children and adults	X	
Good presentation skills	X	
Adapts style of communication to suit a variety of different audiences in a persuasive way which is easily understood	X	
Builds and maintains effective working relationships and informal networks to achieve results	X	
<b>Personal Qualities</b>		
Is consistent in words and actions; is open and honest with others	X	
Understands diversity and treats everyone in the school community with respect	X	
Conveys difficult messages honestly and with sensitivity	X	