

## Job Description Finance Manager

Anglian Learning and Bassingbourn Village College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|                           |  |
|---------------------------|--|
| <b>Post title</b>         | Finance Manager at Bassingbourn Village College  |
| <b>Hours of work</b>      | 21 hours a week, 44 weeks a year (working over 5 days)   |
| <b>Place of Work</b>      | Based on Bassingbourn Village College<br>Will require occasional attendance at other Trust sites for meetings or to offer support where needed at other school locations |
| <b>Salary scale (fte)</b> | SO1 (£25,951 to £27,668)   |
| <b>Responsible to</b>     | Anglian Learning Chief Operating Officer   |

### Purpose

- Required to work as part of the wider Trust Finance Team, reporting to the Chief Operating Officer and working directly under the guidance of the Trust Reporting Accountant.
- Located at and overseeing the day to day finances of the school, ensuring that all financial transactions are processed accurately and in line with the reporting timetable.
- Working with the Trust Reporting Accountant in the timely and accurate preparation of monthly management accounts.
- Line managing and directing the work of a Finance Assistant.

### Main Responsibilities

1. Oversee the day to day operations of the Finance Office, including all business correspondence, purchase orders, invoices and payments, statement reconciliation and bank and cash management.
2. Finance Processing
3. To provide accurate record keeping for all income, including the preparation of invoices related to school operations, intercompany transactions, donation and trip income, school funding and capital project grants.
4. Leading on the preparation of month end processes, including accruals and prepayment schedules, bank and control account reconciliation and production of accurate management accounting information within an agreed timescale
5. Ensure appropriate credit control procedures are in place and effectively administered

### Audit and Compliance

6. Ensuring all school expenditure is made in line with internal financial controls and in accordance with adopted procedures and regulations and the Academies Financial Handbook.
7. Assisting in the preparation of year end annual audit schedule and working papers for the Trust Reporting Accountant.
8. Ensuring that the school complies with VAT legislation. Making adjustments for non-allowable transactions, preparing and submitting monthly VAT return to the Trust Reporting accountant.

9. Ensuring that technical queries relating to payroll or personnel are resolved by consulting with and taking advice from the Trust Reporting Accountant or Director of HR.
10. Ensuring the maintenance of the fixed assets register

#### **Administration of financial systems**

11. Operation of Sage accounting software to record, store, retrieve and analyse financial information
12. Operation of School Funds records to monitor school donations
13. Operation and oversight of school cashless catering systems to record parent payments

#### **Bank and Cash Management**

14. Management of bank accounts and timely accounting of all monies including bank reconciliation

#### **Payroll**

15. Ensure the accurate monthly preparation and processing of payroll, maintaining accurate salaries control information and adherence to financial procedures.
16. Liaison with the external payroll provider.
17. Monthly reconciliation of PAYE control accounts and payment of HMRC, PAYE and Pension values

#### **Budgeting and Reporting**

18. Assisting with annual budget setting processes
19. Detailed monthly budget monitoring, highlighting and investigating any variances.
20. Reporting monthly budgetary performance to the COO, Principal and Local Governing Bodies

#### **Staff Management**

21. Line Manage, including training, delegation and monitoring of the work of the finance assistant

#### **Other**

22. Provide financial information to the Principal as required.
23. Establish and maintain good relationships with staff, governors, parents, pupils, and external agencies in order to promote the objectives of the establishment and the Trust
24. To support and assist the Trust Reporting Accountant and COO in managing the finances of special projects such as building programmes, keeping appropriate financial records and attending general finance or Trust operational meetings as required
25. Assisting with finance administration as required, which may be Trust oriented and require travel to other schools to support the needs of the Trust Reporting Accountant or COO
26. Attendance at termly evening LGB meetings to present information as needed
27. Undertake any other duties consistent with the post

## Person Specification - Finance Manager

Anglian Learning and Bassingbourn Village College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| Education  | Essential | Desirable |
|--|-----------|-----------|
| Accounting qualification (minimum AAT or equivalent) | ✓         |           |
| Educated to degree level                             |           | ✓         |
| GCSE Grade C+ or equivalent in English and Maths     | ✓         |           |

| Experience  | Essential | Desirable |
|---|-----------|-----------|
| At least 2 years working in a similar senior finance role                                 | ✓         |           |
| Have worked as a Finance Manager or Bursar in a school environment                        |           | ✓         |
| Responsibility for finance systems, processes and compliance                              | ✓         |           |
| Production of trial balance and management accounts                                       | ✓         |           |
| Cash management and reconciliation processes  | ✓         |           |
| Management of a finance team  |           | ✓         |
| Preparation of monthly payroll input data for a medium sized organization (50+ employees) |           | ✓         |
| Experience of Sage 200 financial accounting software                                      |           | ✓         |
| Handling school or college data   |           | ✓         |
| Experience of supplies and service contract renewal and procurement                       |           | ✓         |
| Experience of VAT processing and returns  | ✓         |           |
| Understanding of Public Sector IR35 rules   |           | ✓         |

| Professional Qualities   | Essential | Desirable |
|--|-----------|-----------|
| Highly IT literate, including advanced skills in Excel                         | ✓         |           |
| An excellent communicator, both orally and in writing, to a range of audiences | ✓         |           |
| Able to establish productive working relationships                             | ✓         |           |
| Able to lead and motivate others   | ✓         |           |
| Well organized with good attention to detail                                   | ✓         |           |
| Able to work under pressure, to deadlines                                      | ✓         |           |
| Discreet and committed to maintaining confidentiality                          | ✓         |           |
| Willing to undertake further training as required                              | ✓         |           |
| A commitment to safeguarding and promoting the welfare of children             | ✓         |           |

| <b>Personal Qualities</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| High level of integrity, honesty and fairness                     | ✓                |                  |
| Enthusiasm, energy and personal dynamism                          | ✓                |                  |
| Confidence  | ✓                |                  |
| Resilience  | ✓                |                  |
| Excellent attendance and punctuality                              | ✓                |                  |
| A liking and respect for young people                             | ✓                |                  |
| Appropriate professional relationships with colleagues and pupils | ✓                |                  |