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| **Job title** | Senior Finance & Contracts Manager |
| **School** | The Willink School |
| **Salary grade** | J |
| **Reports to** | Head |
| **Supervises**  | Finance staff |

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| **JOB PURPOSE** |
| * Under the direction of the Head, lead on all financial matters in school, to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic objectives
* This job falls within the definition of regulated activity and therefore will be subject to an Enhanced DBS with barred list check.
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| **STRUCTURE CHART** |
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| **MAIN DUTIES AND RESPONSIBILITIES** |
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| **Financial management and fundraising*** In partnership with the Head, to prepare and manage the school’s budget, ensuring it is balanced, realistic, and represents an effective use of public funds
* Submit the budget for scrutiny to the Governing Body
* Provide monthly budget monitoring statements, advising the Head on variances and where revisions or changes are required.
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the Head to make strategic long-term decisions
* Comply with financial reporting requirements and submit statutory returns
* Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
* Oversee the efficient management of additional school budgets e.g. Capital, Private Fund, Teaching School, Maths Hub.
* Develop and implement the school’s fundraising and income generation strategy, prioritising goals in line with the School Development Plan.
* Take a leading role in securing income generation e.g. Charitable Trust, sponsorship, grants
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
* Take a lead role in the planning, development, design, organisation and monitoring of financial support systems/procedures/policies
* Working with the West Berks Finance team, lead the development of policies and procedures relating to financial control, including insurance, procurement and stock control, recognising the need for confidentiality and data protection.
* Take responsibility for the completion and submission of forms and data returns, including for outside agencies (e.g. DfE, West Berks Audit.)

**Human Resources*** Manage the school’s payroll provision with the payroll provider e.g. ED11 and ED13 (and issue of contractual documentation if required)
* Manage school finance staff and other support staff as required. Be fully conversant with the responsibilities of finance staff, prioritising and monitoring the work of the team
* Undertake recruitment, induction, appraisal, training and mentoring for finance staff, and other staff, as required.

**Resources*** Oversee the Asset Register and regular audit of resources, working with senior leaders to ensure an Asset Management Plan is in place to prioritise spending over the short and medium term
* Manage school service contracts, school licences, and insurance
* Manage facilities including premises, the lettings offer, building and projects, with regard to financial matters

**Other** * Undertake other duties, as required, in accordance with the level and nature of the post
* Participate in training and other learning and development activities as necessary
* Promote the welfare and safeguarding of children though related policies and procedures
* Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity
* Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
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| **SCOPE** (impact on/control of resources, people, money etc) |
| Budget responsibility for supplies and servicesLeads the management of the school budget (circa £5.5m) through information and advice to Head, other senior staff and governing board. Management of finance team |

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| **PERSON SPECIFICATION** | Essential/Desirable |
| **Qualifications** |
| Accounting qualification (AAT or equivalent) and at least 3 years’ experience working in a senior post in an accounting environment | E |
| GCSE Maths and English to grade C / 5 or above (or equivalent) | E |
| A level education  | E |
| **Experience** |
| Experience of school financial systems | E |
| Experience of preparing budgets, monitoring and forecasting | E |
| Significant experience of development, management and operation of administrative systems | E |
| Experience of working in a school office or other education environment | D |
| **Knowledge and understanding** |
| Full working knowledge of relevant policies, codes of practice and legislation | E |
| Understanding and knowledge of child protection/ safeguarding | E |
| Understanding of need for confidentiality  | E |
| **Skills and abilities** |
| Ability to organise, lead and motivate staff | E |
| Ability to plan and develop administrative and information systems | E |
| Ability to use Outlook, including all relevant features | E |
| Ability to use a web browser to access information and carry out research  | E |
| Very good ability to use Microsoft Office (Word, Excel, PowerPoint etc) | E |
| Excellent numeracy and literacy skills | E |
| Ability to relate well to children and to other adults | E |
| Ability to work as part of a team | E |
| Excellent communication skills, written and oral | E |
| **Work-related personal qualities** |
| Able to self-evaluate learning needs and actively seek learning opportunities | E |
| Good time management - able to stay calm under pressure | E |
| Tact and diplomacy | E |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post. | Essential  |