



Post Title: Finance and Administration Manager

Responsible to: Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

To lead on all matters of financial management of the school under the direction of the Headteacher and with support from the SBM Network and Central Trust team. To provide strategic leadership and support to the schools administration team including direction and supervision of work.

FINANCIAL MANAGEMENT

To work within the rules of the Academy Trust Financial Handbook and TLLT Finance Procedures to ensure compliance across all areas.

Responsibilities include:

- Management of school financial systems, software and daily routines
- Line management, direction and supervision of the work of school staff with finance roles ensuring high performance, fraud prevention and robust internal control systems.
- Monitoring of bank statements for school transactions
- Providing monthly information to support the central finance function of the Trust
- Completion of monthly period close processes before central team QA
- Preparation of monthly budget monitoring reports (whole school), before central team QA and then reporting to the Headteacher
- Preparation of monthly budget monitoring reports (departmental), reporting to budget holders and SLT as appropriate
- Work collaboratively with all budget holders to ensure spending within budget limits, reporting to Headteacher as appropriate
- Training for finance staff, budget holders and all staff as appropriate
- Annual 1 year and 3-year budget preparation working with the central team
- Provision of information to support the central team with strategic planning e.g. pupil number forecasts, financial planning information)
- To support the preparation of Business Plans for particular bids or projects, working with the CFOO or central team when required.
- To be the point of contact with regard to grant applications, sponsorship, gifts and other donations,
- To maximise income opportunities for the school within the rules and guidelines of the Trust.
- Provide information to support negotiation of contracts, tenders and agreements for the provision of support services, working with TLLT colleagues to ensure the 'best deal' and efficiency savings where appropriate.
- Maintain school-based contracts register information
- To manage operational performance and quality issues at local level for both Trust and school led contacts, escalating to Trust central team as required
- Responsibility for obtaining necessary school licences and permissions at the appropriate time, working with TLLT colleagues to ensure the 'best deal' and efficiency savings where appropriate.

- To maintain and provide accurate financial information in relation to Capital spend, including additions and disposals
- To support the completion of trust-wide statutory returns/claims by providing timely and accurate financial information
- Timely reporting of all relevant financial information, including reporting to Local Governing Body, to support the Trust's timely submission of information to ESFA, DfE and other stakeholders.
- Provide information to support central Trust audit work
- Provide information to the central team in relation to Gifts and Hospitality received in line with Trust policy
- Support the central team to maintain and QA asset register information
- Support any trust tender/procurement exercise as required
- Work with the Facilities Manager to supervise the allocation of resources for premises budgets and maintain the school's premises plan.
- Maintenance of the school fixed asset register
- Provide information to the central team to assist with bids for capital funding
- Support any tender/procurement exercise as required
- Developing and embedding a culture of value for money amongst all stakeholders
- To support the completion of trust-wide statutory returns/claims by providing timely and accurate financial information to the central team
- Timely reporting of all relevant financial information to support the Trust's timely submission of information to ESFA, DfE and other stakeholders.
- Preparation of information for external and internal audit visits.
- Training for finance staff and school staff with any financial responsibility as appropriate.
- To maintain the school gifts and hospitality register in line with trust policy.
- Quality assurance and support for the IT manager with maintenance and procedures for the fixed asset register.
- Applications for Capital funding when required.

Month End

- Completion of AGS month end workbooks and processes before central team QA
- Prepare monthly budget monitoring reports (whole school)
- Preparation of monthly budget monitoring reports (departmental), reporting to budget holders and SLT as appropriate.
- To provide accurate financial information in relation to Capital spend, including additions and disposals as part of the month-end process.

ACORN CENTRE (Finance)

- Support the Facilities Manager and Trust team with strategic financial planning for community and extended schools' initiatives across the school.
- Quality assurance of all finance systems and procedures including; income, salaries and facilities management.
- Support the Acorn Centre with the financial arrangements for school facilities if applicable; i.e. external hire, including invoicing and annual agreements.

PAYROLL MANAGEMENT

Responsibilities include:

- Maintenance of academy level payroll data to ensure accuracy of information processing and correct payments to staff
- Submission of monthly salary claims for non-contractual payments such as; direct supply staff, lunchtime supervision, casual staff, additional hours and expenses.
- Responsibility to ensure that staff follow Trust procedure for 'business travel'.
- To be the school contact to monitor and resolve payroll related issues with support from the central payroll function
- Support the central team with reconciliation and analysis as part of the month end cycle.
- Production of annual staff salary statements and information for annual pay review meeting.
- Work collaboratively with the AGS HR team to ensure effective monthly payroll checking and resolution of any payroll related queries in an efficient and timely manner.
- Salary analysis and payroll reconciliation to support the effective month end cycle.
- Reporting of timely information such as information for returns (e.g. staff workforce census).

TRANSPORT MANAGEMENT

- Responsibility for the financial arrangements for school minibuses including; insurance, road fund tax, servicing and repairs
- Responsibility for the financial arrangements for external minibus and coach hire in line with the school's financial procedures.

WHOLE SCHOOL ADMINISTRATION

- Direct line management of school administration team
- Quality assurance of the efficient functioning of the school administration system including direction and supervision of work in the School Office and accountability of high-level admin support.
- Work closely with identified SLT to support with administrative support of support staff development process, including compilation and distribution of appraisal related documentation
- Act as a reviewer for selected support staff and establish ongoing coaching relationships to motivate, develop and maximise the impact of others.
- To provide support and guidance to the Headteacher in relation to the development, creation and streamlining of existing and new systems to ensure an excellent whole school administration service
- To liaise with all stakeholders obtaining feedback to support and maintain excellent customer service

GDPR

- Data Compliance Officer for the School to ensure GDPR compliance, working with the Trust wide team.
- Archiving and destruction of appropriate Finance and Administration related records in line with TLLT Destruction and Retention Policy

TRUST WIDE CONTRIBUTION

Examples of this work include:

- Contribution to the TLLT SBM Network attending meetings, training and events
- Developing and embedding a culture of value for money amongst all stakeholders

- Sharing good practice across schools in the MAT in relation to the area of in particular Finance and Administration.
- Implementation of Trust procedures to ensure school level compliance across Finance and Administration

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

Other duties commensurate with the grade of the post as required by the Headteacher, TLLT CFOO or TLLT CEO.