

Whickham School and Sports College



JOB DESCRIPTION

POST: Deputy Finance Manager

GRADE: G SCP 26 – 29 £23,866 - £26,470

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Purpose of the post and main scope of responsibility:

- To deputise for the Finance Manager in her absence as appropriate.
- To contribute towards the school's accounting procedures and systems, under the guidance of the Finance Manager, ensuring that legal and school procedural requirements are adhered to for both Revenue and Capital accounts.
- To assist the Finance Manager in preparing statutory financial accounts, budget monitoring reports and financial returns.
- To prepare for the annual Audit.
- To administer all aspects of the sales, purchase and general ledger using the school's financial systems according to agreed policies and procedures.
- To line manage and appraise staff.

Responsible to: Finance Manager

Hours of Work:

- 37 hours per week all year round.
- Annual leave can only be taken in the school holiday periods.

MAIN DUTIES

- Ensure school policies and procedures are adhered to, with particular reference to the financial areas of the school environment.
- Manage and actively develop effective systems of financial accountability and control.
- Monitor financial resources and supplies to ensure they are used effectively and efficiently to achieve best value.
- Provide financial advice and guidance to budget holders and other staff.
- Manage all aspects of the Purchase Ledger to ensure all creditors are paid correctly via BACS system or by cheque within agreed payment terms.

- Manage and co-ordinate the purchasing of educational and premises-related resources across the school.
- Oversee and review service contracts for the school in liaison with the relevant manager to ensure best value is achieved.
- Proactively monitor supplier payments and invoices to ensure they are correct in accordance with agreed contracts / arrangements / supplies; liaise with suppliers in order to resolve complex financial and administrative queries that may arise.
- Manage fixed asset register.
- Be responsible for raising and submission of e-timesheets, checking and confirming provisional payroll report and reconciling and uploading the monthly payroll reports from our external payroll provider onto FMS.
- Manage the school's Gift Aid; producing the annual return.
- Manage the school's Parentpay system and School Fund accounts and information.
- Be responsible for processing of journals in financial systems for ad hoc charges and correction entries.
- Manage all aspects of the Sales Ledger to ensure all debts are invoiced and collected in line with the school's credit control policy.
- Assist Finance Manger with the monitoring of income and expenditure against budget and report and investigate any variances across all cost centres.
- Contribute to budget planning and payroll costing in consultation with the Finance Manager.
- Assist with monthly bank reconciliations and control account reconciliations.
- Attend relevant meetings and carry out any other relevant accounting tasks as directed by the Finance Manager.
- Operate relevant equipment/IT software; MS Office, Internet, Email, SIMS, FMS, ParentPay, PFM, BookingPro, Schoolcomms, Class Charts, School IP.
- To supervise and manage the work and performance of line managed staff.

PERSONAL SKILLS

- A degree of flexibility and ability to work under pressure to maintain deadlines is essential, as is the ability to communicate well at all levels.

KNOWLEDGE/EXPERIENCE/QUALIFICATIONS

- Minimum qualification level at AAT Level 4. Relevant degree qualification desirable.
- Experience of working within a financial environment essential.
- Knowledge and experience of IT systems and windows software required.

STAFF DEVELOPMENT

- To undertake training relevant to the role performed.
- To undertake training so as to be able to substitute for colleagues when required.

NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- To undertake any reasonable task at the request of the Finance Manager, Headteacher or other senior manager.
- No job description can be fully comprehensive and job descriptions will be reviewed at the time of the appraisal process and may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed (Post holder)

Date.....