**Post Title:** Finance Manager

**Responsible to:** Director of Ethos, Site and Personal Development

**Grade:** N7

**Responsible for:** Finance Support Staff in School

In all aspects of the post, the post holder must faithfully and effectively implement the Aims and Policies of this Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and high standards of student behaviour are maintained and strengthened.

**Job Purpose:**

To assist with the overall organisation and administration of the school through the provision of a professional financial management service ensuring that the school always complies with all financial policies and procedures of the Trust.

**Main Duties:**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Lead all day-to-day financial operations in school.
2. Oversee the preparation of monthly reconciliations and analysis and returns to the Trust’s central finance team.
3. Assist with the budget management process in school, providing regular budget monitoring reports and advice to budget holders.
4. Provide advice and guidance to budget holders in school to align with the Trust’s financial policies and procedures.
5. Manage Sacred Heart’s use of Trust Approved Supplier List and carry out appropriate checks to help drive efficiencies in procurement.
6. Manage and coordinate the accurate and timely processing of all financial transactions including purchase orders, invoices, payments (received in all forms), banking, petty cash, journal entries and periodic returns to the central finance team.
7. Provide professional financial advice and support to lead the planning of all educational visits, working with trip leaders to ensure visits are well planned and appropriately financed; book travel and accommodation for staff training as required.
8. Manage with parents/carers reconciliation of agreed payment plans for educational visits and follow up debtors when necessary.
9. Manage, maintain and reconcile student records and payments/grants received regarding 6th Form Bursary, pupil premium funding; provide advice/assistance to parents/guardians regarding student meal accounts.
10. Work effectively using the school’s finance systems including PS Financials, IMP, iPay and SIMS.
11. Support the internal and external auditing processes.
12. Manage arrangements for the school minibus including insurance, repairs and servicing requirements.
13. Provide a customer focused service, ensuring that effective and constructive working relations (internal and external) are developed and maintained.
14. Provide line management for Senior Administrative Assistant

**General**

1. Promote and implement the School and Trust's equalities policies in all aspects of employment and service delivery
2. Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
3. Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the School and Trust’s policies and procedures.
4. Promote understanding of the School and Trust’s mission, vision and values and lead by example through outstanding professional conduct.

This job description may be amended by the Headteacher after consultation with the post holder.