

# PENRYN COLLEGE

## Job Description and Person Specification

<b>Job Title:</b>	Finance Manager
<b>Grade:</b>	H
<b>Hours:</b>	37 hours per week / 52 weeks per year
<b>Responsible to:</b>	Headteacher/School Business Manager
<b>Direct Supervisory Responsibility for:</b>	Finance Assistant
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> Director of Business Development and Operations, College Finance Team, Headteacher, SLT, Heads of Departments, College budget holders, College staff, Pupils and Parents.</p> <p><u>External:</u> LEA Education Accountancy Team, other LEA representatives and Cornwall Council departments, Inland Revenue, Auditors, Responsible Officer, suppliers of goods and services, Banks, Governors, EFA.</p>

### Main Purpose of Job

To undertake the day to day financial activities of the College and to provide financial support and advice to the School Business Manager, Headteacher, SLT, Governors and College heads of departments.

### Main Duties and Responsibilities

- 1) To prepare the College budget under the direction of the School Business Manager, including the provision of accurate estimates, forecasts and projections in conjunction with the Headteacher, Governors Finance Committee and the Senior Leadership Team.
- 2) To provide periodic information to the School Business Manager on College and departmental performance against budget, including explanations of budgetary variances greater than agreed norms.
- 3) To undertake the financial year end reports and processes to enable year end processes to operate and liaising with the accounting technician and the auditors. Reconciliation of year end accounts school reserves figure back to the colleges accounting system making any necessary accounting adjustments.
- 4) To produce regular financial reports to all budget holders.

- 5) To prepare and complete VAT returns and claims for sign off by the School Business Manager. Reconcile VAT claimed back to VAT control account on the College's computerised accounting system on a monthly basis to ensure accurate claims are made.
- 6) To ensure accurate and timely information is provided to the College Auditors, Accountants and Responsible Officer as requested by the School Business Manager.
- 7) To collate financial information, produce financial reports and statistics relating to the College's financial status as required by the School Business Manager.
- 8) To attend finance team meetings, College management team meetings and Governors meetings as requested by the School Business Manager.
- 9) To monitor all payments received from debtors on a regular basis and advise the School Business Manager of overdue debts for further action, ensuring such action takes place and monitoring success.
- 10) To be responsible for the management and day to day supervision of the Finance Assistant, ensuring the work of the office is undertaken to a high standard and in accordance with College financial policies and procedures.
- 11) To organise the work of the Finance Office appropriately, ensuring timely completion of all tasks and adherence to deadlines.
- 12) To be responsible for the operation of the College's computerised accounting systems and SIMS, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.
- 13) To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the college.
- 14) To be responsible for the preparation of all monies and cheques received by the college for banking, ensuring appropriate use of each of the college's bank accounts.
- 15) To be responsible for the Finance Office's full adherence to the college's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- 16) To be responsible for the issuing of petty cash for authorised claims ensuring receipts are obtained for all payments made. To monitor and reconcile the petty cash float and ensure its safekeeping at all times.
- 17) To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines set by the School Business Manager and in accordance with the working practices of the finance office.
- 18) To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested by the School Business Manager.

- 19) To ensure the production and despatch of cheque and BACS payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the college's financial accounting computer systems.
- 20) To ensure the production of college invoices relating to all college income generation, including those charges made to pupils for various college and recreational activities arranged by the college.
- 21) To pay travel and subsistence claims as necessary.
- 22) To be responsible for the prompt and regular reconciliation of all College bank account statements.
- 23) To make the appropriate arrangements for banking College incoming finances with adherence to the college security procedures.
- 24) To monitor expenditure for reprographics section and postage to ensure appropriate recharges are made to each college department/budget holder.
- 25) To conduct regular appraisals with finance staff and to report staff training and development needs to the School Business Manager.
- 26) To be aware of and work in accordance with the College's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 27) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the College's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 28) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 29) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 30) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: February 2022

Prepared by: HR Manager

**Job Title:** Finance Manager

**Person specification prepared by:** HR Manager, Penryn College

Date: February 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	A minimum of 3 years relevant experience in a senior finance role.	Relevant finance-related work experience within a school/college environment.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of AAT qualification or relevant 'A' level qualification (or equivalent).  As an alternative, 3 years relevant experience may demonstrate an equivalent level of knowledge or skills.		Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Excellent numeracy & literacy skills.  Knowledge of accounting systems.  Excellent IT skills particularly in the use of Excel.  Excellent organisational skills.	Knowledge of school or college accounting systems, manual & computerised (FMS and SIMS).	Interview.
<b><u>Any Additional Factors</u></b>	Honest.  Self-motivated and enthusiastic.  Able to work under pressure and meet tight deadlines.  Can use own initiative.  Professional & friendly approach.  Meticulous.  Commitment to equal opportunities.  Team player.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.