

PENRYN COLLEGE

Job Description and Person Specification

Job Title:	Finance Manager
Grade:	I (A Grade J would be considered for a candidate with significant experience)
Hours:	37 or 22.5 hours per week / 52 weeks per year
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	Finance Officer, Finance Assistant
Indirect Supervisory Responsibility for:	Budget holders/ study support and letting financial arrangements
Important Functional Relationships:	<p><u>Internal:</u> College Finance Team, Headteacher, SLT, Governing Body, Heads of Departments, College budget holders, College staff, Pupils and Parents.</p> <p><u>External:</u> ESFA, DfE, Parents, suppliers and contractors including Cornwall Council, College Accountants, Banks, Auditors and Inland Revenue</p>

Main Purpose of Job

To provide day to day financial management for the College, provide advice on matters relating to finance, investment and financial policy, all aspects of financial practices and procedures associated with the College's delegated budget, devolved funds and private funds so as to ensure legitimate and appropriate spending and budget management, value for money and effective monitoring procedures. To provide financial support and advice to the, Headteacher, SLT, Governors and College heads of departments and lettings/ study support.

Main Duties and Responsibilities

- 1) To be responsible for the maintenance of accounts, reconciliation of year end accounts and take corrective action as necessary. Closing accounts at the end of year in accordance with legislation, and ensuring the delivery of the annual statement of accounts.
- 2) Managing all aspects of Bank Management function, VAT liabilities, financial system selection and financial reporting.
- 3) To manage for the management and accuracy of payroll reconciliation.

- 4) Prepare annual estimates of income and expenditure for approval by the Headteacher and Governors. Prepare regular reports for the Governors to ensure they are able to monitor the College's financial situation and any issues or upcoming decisions that need to be made with regard to finance.
- 5) To manage all non public funds including for the CFO to report to the Full Governing Body.
- 6) To be accountable for the finance staff's work as laid in their job descriptions.
- 7) To be accountable for the preparation, analysis and refinement of college budgets, ensuring the provision of accurate estimates, forecasts and projections in conjunction with the Headteacher, Chief Financial Officer, Governors and Senior Leadership Team.
- 8) To produce regular financial reports to all budget holders and make recommendations to ensure budget holders are held to account for their budget planning and spending to ensure legitimate, cost effective and appropriate use of college funds.
- 9) Complete the annual accounts return, Budget Forecast returns and ensure all financial returns for the ESFA, DfE and other local and central government agencies are returned within deadline.
- 10) To prepare and submit monthly VAT126 claims to HMRC in accordance with VAT regulations and reconciliation of the VAT control account on the College's computerised accounting system to ensure accurate claims are made.
- 11) To be responsible for the management and day to day supervision of the Finance Officer, ensuring the work of the finance office is undertaken to a high standard and in accordance with College financial policies and procedures, ensuring adherence to deadlines.
- 12) To be responsible for the operation of the College's computerised accounting systems, 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 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.
- 14) To pay travel and subsistence claims as necessary.
- 15) To conduct regular performance management appraisals with finance staff and identify staff training and development needs.
- 16) Be aware and act upon any commercial opportunities to support educational aims, best value to support school improvement, CPD and curriculum development.
- 17) Support the preparation and submission of generated income through other business opportunities including through lettings, potential sponsors/delivery partners/ investment opportunities.

- 18) Make relationships with external funding partners so that we are in a good position as and when future opportunities arise.
- 19) Provide the financial framework, guidance and monitoring for a business plan for cost effective community use with the Study Support Lead.
- 20) To provide financial advice and guidance for capital projects to ensure we comply with financial regulations and our Scheme of Delegation.
- 21) To ensure correct procurement process is followed when engaging external contracts, including insurances taking external advice if required. Ensuring the financial elements of the contract are in line with financial regulation and liaise with the Director of Operations to ensure services are provide according to the contract before payment.
- 22) To be responsible for dealing with the Academy's rating assessment and VAT liabilities.
- 23) 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.
- 24) 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 and GDPR).
- 25) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 26) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 27) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: Sept 2020
Prepared by: Updated by Headteacher

Job Title: Head of Finance

Person specification prepared by: HR Manager, Penryn College

Date: November 2020

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Significant post qualification experience at senior level managing finances. Managing strategic financial plans, budgets and financial reporting. Managerial experience of a finance team.	Relevant finance-related work experience within a school/college environment.	Application form. Interview.
<u>Education & Training</u>	Attainment of a degree or a full professional qualification (or equivalent). As an alternative, extensive relevant experience may demonstrate an equivalent level of knowledge and skills. Attainment of AAT qualification or relevant 'A' level qualification (or equivalent). CIPFA Certificate in Financial Reporting for Academies (if not in place a willingness to complete the course within the first year of employment).	Evidence of continual training in the specific areas relevant to this post.	Application form. Interview.
<u>Special Knowledge & Skills</u>	Excellent numeracy & literacy skills. Knowledge of accounting systems. Excellent IT skills particularly in the use of Excel. Excellent organisational skills. Report writing and presentation skills.	Knowledge of school or college accounting systems, manual & computerised (FMS and SIMS).	Interview.
<u>Any Additional Factors</u>	Willingness to constructively challenge the work of self and others to continually improve own and team performance. Meticulous, self-motivated and enthusiastic. Able to work under pressure and meet tight deadlines. Can use own initiative. Professional & friendly approach. Commitment to equal opportunities. Team player. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.