

Job Specification

Job Title: Finance Manager

Grade: G10	Job Evaluation Code: PR3535 001
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Reporting to: Business and Operations Manager	Manager's Grade: 12
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Service Area: Kettlethorpe High School	Service Directorate: Family
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Overall Purpose of the Post:

The role is responsible for ensuring that the School is provided with a forward thinking financial service that supports the strategic direction of the school. Medium Term Financial Planning (3 – 5 years) is a key feature of the post.

Be responsible for/manage the operation and delivery of financial support services within school.

To ensure that the accounting policies and procedures comply with the appropriate legislative and compliance frameworks.

Requirements for the post		
	Essential	Desirable
Qualifications/ Training	Degree or equivalent relevant professional qualification and/or relevant experience and able to demonstrate evidence of CPD	Accountancy Qualification Preferable Recognised School Business Management Qualification or willingness to study for such.
Knowledge	Appreciation of the need to maintain confidentiality Knowledge of financial systems and procedures Willingness to be flexible Ability to interpret complex legislation regulations Ability to influence and participate in the school management processes Forward thinking and innovative approach to work Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities Ability to work to strict financial deadlines	Child protection Data Protection Freedom of Information Health and Safety Performance Management Knowledge of FMSIS Knowledge of Local Authority Accounting practices
Experience	Experience in financial management including setting annual budget, managing budgets, composition of financial reports and monitoring of expenditure. Substantial experience of leading and managing budgeting and reporting processes in an organisation Significant experience of working with a range of internal and external partners	Experience of schools or education finance

Competencies and other skills required	Excellent IT Skills & Excellent communication skills (both written and verbal). Excellent analytical skills. Strong organisational and planning skills. Ability to interpret complex legislation and regulations. Ability to prioritise and manage conflicting demands. Drive and enthusiasm	
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Key Outcomes/ Activities:

- Provide strategic financial information for the Headteachers linked to clear objectives within the School Improvement Plan.
- Working with the Headteacher and the Business and Operations Manager, the Finance Manager will prepare an annual budget for the school to be submitted to the Board of Governors and will provide specific expertise in long-term financial management.
- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as the school fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a monthly basis to the Headteacher and Governors
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the Local Authority and the school are observed
- To co-operate, initiate and manage audit procedures as necessary
- Management of cash-flow and operating of all bank accounts, ensuring regular reconciliation takes place.
- Managing the finance systems and giving guidance to other users.
- Writing bids for funding as required by ESFA, DfE, LA and other funding agencies. Managing procurement and the tendering for all service contracts with a view to cost effectiveness and ensuring best value.
- To make an active contribution to income generation and to develop additional funding streams
- To work with the Business and Operations Manager managing the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring best value for the school
- Supporting staff responsible for budgets with procedures that enable them to monitor these budgets including training of these staff and providing half termly reports/updates
- To use financial management information to identify areas of relative spend, assess trends and advise the SLT and Governing Body accordingly. Investigate and report and rectify any anomalies
- To be responsible for maintaining the school's Financial Management Standard in schools (FMSIS) award – review, write and update financial policies in school
- To ensure an effective link between the school financial plan and the school improvement plan – necessary to achieve the FMSIS award and sustainable school improvement
- To ensure that all financial information is up to date and provide monthly financial reports and data for the headteacher and Governors

- To apply the authority's scheme of financial delegation for schools
- To control and be responsible for the school's ordering procedures ensuring that departments do not exceed budget spend
- To be responsible for the payment of the school's creditors
- To be responsible for agreeing with the authority the school's devolved capital schemes. To monitor expenditure on the schemes and report on a regular basis to the Business and Operations Manager. This includes accepting tenders for works required, making recommendation to the school. Once a scheme of work has been approved completing all the necessary paperwork to the Local Authority for final approval. Once final approval has been received liaising with contractors and site staff to ensure works are completed timely and within agreed budget spend.
- Work to strict deadlines in respect of completing year end journals and financial year closedown.
- To work to strict deadlines in relation to the submission of the school budget to the Local Authority for approval.
- To contribute to a development plan for co-ordinating school finances
- Manage the Finance Department

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Finance Officer 1 x G8
Finance Asst 1 x G6

Financial: Annual School Budget (£13 million) Devolved Formula Capital

Physical:

Responsibility for significant financial and HR management information systems, the accurate processing and reporting on all financial records, budgets and data across the school.

Responsibility for People:

The jobholder has a substantial responsibility for implementing regulations and providing advice and guidance on internal policies and procedures which will involve high levels of interpretation to meet specific circumstances of the school.

Responsibility for Policy Development:

The jobholder has a statutory duty to implement procedures to comply with statutory financial regulations and HR/H&S across school/council functions.

Direct responsibility for financial school policies reflect up to date relevant statutory regulations.

Service Users:

The job holder liaises with the Business and Operations Manager, SLT, HR Manager, Finance colleagues, all school based staff, SLA providers and external parties/bodies as required.

Internal Contacts:

High level contact across the school and Local Authority

External Contacts:

High level contact with outside agencies with public bodies including Government Departments

Working Conditions:

Office based. Jobholder will be required to work flexibly to meet the demands of the role

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: October 2026