

Portsdown Primary School and Early Years
Sundridge Close,
Cosham, Portsmouth,
Hampshire PO6 3JL
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Headteacher: Mr A Vaghela

JOB TITLE: Finance Manager

REPORTS TO: Headteacher

GRADE: Pay band 8

JOB PURPOSE:

Work with the Headteacher in the preparation, general supervision and maintenance of the school budget, including the preparation of the annual accounts and balance sheet.

Oversee, amend, develop and implement financial processes that work effectively. Maintain the Financial Management System (FMS). To line manage individual staff, supervise their work ensuring deadlines are achieved, provide training and support to assist their development, and carry out their annual performance appraisal.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

- Oversee, amend, develop and implement financial processes that work effectively
- Maintain the FMS system
- Update Financial Regulations and ensure adherence to them
- Work with the Headteacher in the preparation, general supervision and maintenance of the school budget
- Work with the Governors to support them in their core function of overseeing financial performance of the school and to make sure our money is well spent
- Preparation of the annual accounts and balance sheet
- Preparation of periodic, statutory and annual returns to Local Authority.
- Oversee the maintenance of the Public Account, School Fund, and all associated banking services including collecting money, banking, weekly reconciliation and petty cash
- Monitoring of contracts to ensure compliance, best value and timely renewal as appropriate
- Work constructively with HR on staff contracts
- Enter the budget plan and fund allocations on the financial management system
- Maintain Cost Centres, account transfers and virements between cost centres after approval from the Headteacher, Deputy Headteacher, Governors, Cost Centre Holders as appropriate
- Order approved goods and services
- Work with colleagues to keep inventories up to date
- Maintain regular contact with all members of the school staff, Local Authority, external organisations and service providers
- Develop customer relation strategies that add value to the school
- Assist with the submission of applications for grants and appeals for capital funds to both the Local Authority and external organisations
- Line Manage staff, supervise and quality assure their work ensuring deadlines are achieved
- Provide training and support to assist the development of the team and carry out their annual performance review
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc
- Attend meetings and training sessions as required
- Be involved in extracurricular activities, e.g. open days, presentation evenings, Governors meetings.