



Job Description

Job Title: Finance and Operations Manager

Responsible to: Headteacher and CFOO

Salary Grade: 8

Key Purpose:

The Finance Manager will work to deliver all elements of the school budget within the scope of the school improvement plan.

Main Responsibilities:

- Maintain all aspects of the school's finance and accounts
- Lead the preparation of annual accounts and annual audit
- Assist in the preparation of the annual school budget
- Assist in preparation and submission of correct returns to the Department for Education and ESFA in a timely fashion
- Keep abreast of developments in school funding, provide impact analysis of changes and plans to address these
- Monitor and provide a monthly report on the school's performance against budget and forecast
- Line manage the Finance Assistants
- Ensure that best value for money is achieved on procurement, contracts and lettings
- Manage the school purchasing system and support the Finance Assistants who raise orders, process invoices and payments
- Check and process BACS payments
- Produce, reconcile and maintain monthly management accounts
- Reconcile all school bank accounts monthly
- Manage all school credit control and receipts
- Oversee the online payment system
- Liaise with site team and oversee school lettings
- Manage, review and renegotiate contracts
- Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, post distribution, setting up refreshments and reception cover when required

- Occasionally escort and supervise pupils on educational visits and out-of-school activities.
- In exceptional circumstances you may be required to provide cover for students
- Other duties as deemed necessary by the Headteacher

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description last reviewed: April 2024