



Finance and Administration Manager Company Secretary

JOB DESCRIPTION

Post:	Finance and Administration Manager Company Secretary
Scale:	Grade 10
Hours:	37 hours per week, 52 weeks per annum
Line Manager:	Headteacher

Purpose of Job

1. To undertake all responsibilities as Chief Financial Officer as determined by the ESFA.
2. To provide a comprehensive and effective financial management service to The King's (The Cathedral) School, Peterborough.
3. To manage and monitor all financial procedures, systems and accounts.
4. To advise and report to the Headteacher on operational matters, and to Governors' Finance Committee meetings on all School financial matters.
5. To manage the administration of the School's payroll and ensure accurate payment of all salaries.

Main Accountabilities:

Budget Creation and Monitoring

- Provide information for, prepare and present the Annual Budget for consideration by the Headteacher, SLT and the Board of Governors.
- Manage, monitor and report on the Annual Budget, in accordance with ESFA financial regulations, identifying causes of variance and taking prompt agreed corrective action.
- Control expenditure in relation to the Budget, other internal income, and externally provided funding streams, as agreed with the Headteacher.
- Maintain a three-year financial projection for consideration by the Headteacher, SLT and Board of Governors.
- Provide guidance, advice, induction and training to budget holders in relation to the proper discharge of their financial responsibilities.
- Monitor quality of purchases, seek out new suppliers and organise tendering processes in accordance with financial procedures and Best Value, to ensure that the School receives value for money.
- Produce financial forecasts and analyse expenditure relating to any Capital, maintenance or improvement programme, in liaison with the Premises Manager.

- Negotiate contracts, prices, and rates of interest, to maximise benefit for the School.

ESFA

- Ensure compliance with all aspects of the ESFA/Academies Financial Handbook.
- Undertake all financial returns to the ESFA, as and when requested, to required timescales.
- Be responsible for the preparation of the financial aspects of bids to the ESFA and other external agencies, as required, following consultation with SLT and budget holders.
- Develop and maintain internal financial procedures in line with ESFA requirements.
- Identify changes to funding, processes and procedures. Analyse the impact of these changes for the Academy, and provide advice to the Headteacher and SLT accordingly.

Governors

- Attend all Finance Committee meetings and any other Committees upon the request of the Chair of Governors or Headteacher.
- Develop and maintain all policies relating to financial matters, drafting documentation for approval by Governors.
- Report to the Headteacher, SLT and Governors in sufficient detail to allow them to make decisions regarding the current and future financial situation of the School.
- Propose to Headteacher, SLT and Governors in-year revisions to budget, to address developments.
- Provide the Headteacher, SLT, Chair of Finance, Chair of Governors and Responsible Officer with such assistance as necessary for the satisfactory completion of their financial duties, including access to all financial documents and accounting systems.
- Provide and present a monthly report of the School's financial position for the Headteacher and Governors' Finance Committee.

Companies House

- Maintain all records for the Academy and its subsidiary company in accordance with required timescales.
- Manage membership records as directors join / leave.

Auditors

- Prepare a Draft Balance Sheet and prepare all associated financial documentation including accruals and depreciation in readiness for year-end.

- Provide information for, and liaise with, Auditors in relation both to public and private accounts.
- Facilitate the work of the Responsible Officer, providing information as required and respond to recommendations made.

Payroll

- Manage the School's payroll system for all staff. Monitor payroll information, check for accuracy and ensure compliance with the Governors' Pay Policy.
- Ensure all staff are paid monthly, that all statutory and voluntary deductions and contributions are met, and that the payroll is complete, accurate and punctual.
- Manage the payment of SSP (Sick Pay), SMP/SPP (Maternity/Paternity Pay) and ensure that adjustments to contractual pay relating to absence are made in accordance with published policies.
- Oversee returns, and liaise with the Inland Revenue, Pension Agencies and any other appropriate organisations.
- Ensure compliance with, and implement, changes to payroll and pension legislation, and contribution rates.
- Liaise with the Headteacher's Personal Assistant re: all aspects of staff contracts.

Bank

- Have responsibility for the School's Private and Public Bank Accounts, managing cash flow to maximise interest and prevent overdrawing, and ensure that timely and correct information is provided to the Headteacher, SLT and Governors.
- Select, update and optimise systems for operating the School's bank accounts, and reconcile accounts to computer records.
- Ensure petty cash procedures operate effectively and accurately.
- Manage bank accounts and act as signatory.
- As credit-card holder, make purchases in accordance with internal financial procedures.

Corporate Account

- Develop and maintain financial procedures to operate all the School's private accounts, called 'The Corporate Account'.
- Provide advice and guidance to the Educational Visits Co-ordinator, the Events Co-ordinator and trip organisers on financial matters relating to trips.
- Manage overseas payments and obtain foreign currency for trips, as required.
- Manage Prize Fund accounts, their income and distribution.

Ordering/Invoicing/Payments

- Develop and maintain systems for ordering, processing and payment of all invoices and statements of account for all goods and services provided to the School.
- Ensure that VAT requirements are complied with, validate and certify VAT data and produce VAT returns, including online submissions.
- Ensure that orders and invoices are promptly dealt with and meet audit requirements.
- Arrange for **all** internal recharges to be made.
- Negotiate and manage contracts and leasing arrangements, liaising with other budget holders to review and procure facilities and services in accordance with appropriate tendering procedures and practices

Assets Register

- Oversee the maintenance of the School's Departmental Inventories, review them on an annual basis and ensure that the correct procedures are followed by Curriculum Area Managers and staff responsible.
- Maintain and regularly update the School's Fixed Asset Register.
- Account for the valuation and depreciation of the School's assets.

Insurance

- Maintain detailed property records to inform insurance needs.
- Identify levels of insurance cover required to protect the School, the Board of Governors and staff sufficiently.
- Arrange the tender/selection process for renewal of cover, as required.
- Manage all insurance claims.
- Provide advice and guidance to the Educational Visits Co-ordinator, the Events Co-ordinator and trip organisers on insurance matter

Charitable Status

- Advise the **Headteacher, SLT and Governors** of any taxation applicable to the School and the financial implications of the School's charitable status.
- Administer and account for the School's Gift Aid Scheme.
- Manage all taxation matters, and deal with the Inland Revenue.
- Liaise with, and report to the Charities Commission, ensuring that all statutory obligations are discharged.

Catering

- Manage all financial aspects of the School's catering function and cashless-catering system. Keep account of all catering income and expenditure.

General Financial

- Develop and maintain effective monitoring and internal audit processes.
- **Maintain the Financial Regulations Manual and associated procedures.**
- Ensure that all statutory returns and payments are made on time and accurately.
- Manage all taxation matters, provide advice to colleagues with regard to VAT and deal with the Inland Revenue.
- Have responsibility for preparation of the financial elements of bids and Grant applications.
- Manage the administration of the financial element of the letting of the School estate.
- Manage 16-19 Bursary Scheme, approving applications and overseeing payments.
- Review investment valuations and Fund Managers' reports, providing summary information to the Headteacher and Governors.

Finance Office Staff

- Lead and manage the work of the Assistant Finance Manager, and through her the work of the Finance Team.
- To liaise with the school uniform supplier over uniform costs and returns
- Plan and manage change, to maximise the efficiency of the department.
- Assist in the recruitment of department staff, determine their training needs and arrange for that training.
- Take responsibility for effective Performance Management, and Annual Performance Reviews for staff, conducting reviews for the Assistant Finance Manager and the School Shop Manager, and ensuring the timely completion of reviews for the Finance Assistants.
- Take responsibility for supporting and challenging staff in line with internal policies, including management in relation to conduct and capability.
- Implement sickness management procedures.

Human Resources

- Monitor sickness absence for all staff.
- Management of holiday cards for support staff who are contracted for 52 weeks.
- Liaison with Education Personnel Management (EPM)

- Provision of advice and guidance to other colleagues on payroll and statutory financial matters.

School Census and School Workforce Census

- Oversee record keeping for staff and students to ensure the production of accurate and timely Census returns, and provide guidance to others to maintain the quality of the data.
- Validate data produced to ensure that funding assessments are not compromised.

Administration

- Postal and Telephony Services
 - Manage equipment contract
 - Oversee postal usage
 - Oversee income for private use
- Reprographics and Printing
 - Manage leases and contracts
 - Oversee invoices and authorise payments
 - Calculate and authorise recharges for CA and private use
- Critical Incident Management Plan and Risk Assessment
 - With the Headteacher and SLT, maintain and monitor the Critical Incident Management Plan.
 - Risk-assess the work of the Finance Office
- Vehicles
 - Manage leases, contracts and insurance
 - Oversee recharges for CA and private use
 - Manage use of fuel cards
- In conjunction with the Network Manager, ensure the integrity and effective management of the School's computerised financial systems, including daily back-up.
- Any other administrative functions as agreed with the Headteacher.

Curriculum

- Contribute to the curriculum by providing support and guidance for projects and events (e.g. Business Studies, Young Enterprise, Stock Market Challenge), relating to finance, procurement and sustainability.

Other

- Participate in the School's Performance Review scheme in accordance with school policy and engage in ongoing CPD to ensure professional standards and knowledge are maintained.

- Carry out any other duties as may reasonably be required by the Headteacher to fulfil the 'purpose of the job' as defined in the preamble to this job description.

This job description will be reviewed on a regular basis at the time of the Annual Performance Review.