



Finance & Premises Manager

20 hours, Grade 8

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: Headteacher, Deputy Headteacher and Governor Finance Committee

Purpose of the job:

To support the Headteacher in managing the finances of the school. Enabling proper accounts to be kept by maintaining and inputting data onto computerised financial management systems, ensuring information is up to date and accurate and complies with relevant legislation, regulations and policies.

To provide strategic vision in all aspects of the school's budget, finances and premises. To support the Headteacher in their responsibility for the school site and buildings and their maintenance.

Financial

- ❖ To advise Headteacher and Governors with strategic financial decision making and implications both in the short and longer term.
- ❖ To deal with all day to day financial matters, including correspondence, orders, invoices and payments. Monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations. Ensuring 'Best Value' by seeking new suppliers as appropriate. Prepare the school's evidence for the periodic re-assessment of Schools Financial Value Standards and sharing this with the Headteacher and Governors.
- ❖ To maintain and reconcile all bank accounts ensuring that they do not overdraw. Entering school credit card transactions and balancing the statements monthly.
- ❖ To be responsible for the month end return in line with Local Authority requirements.
- ❖ To prepare the school budget following appropriate discussions with the Headteacher, ensuring it is balanced and set in line with Local Authority timetable.
- ❖ To monitor the budget and report regularly to the Headteacher and Governors. Advising on the budget position and reporting any actions/amendments that may be required.
- ❖ To ensure the school complies with Local Authority VAT requirements.
- ❖ Ensure appropriate insurance cover is in place for school property, buildings and personnel. Make all necessary claims against insurance policies.
- ❖ Maintain confidential records on employee's salaries, reconciling payments made by the payroll provider and reporting any discrepancies to the Headteacher and payroll provider.
- ❖ Liaise with Local Authority in all respects of, Capital expenditure, preparation and balancing of periodic financial reports including VAT returns, internal audit and ensuring deadlines are adhered to.
- ❖ Review and update the Budgeting Toolkit as necessary.
- ❖ Having a strategic role in the costing and viability of school meals in relation to the budget allocated.
- ❖ Ensure the school's inventory is kept up to date by adding new acquisitions and removing items sold or disposed of. To conduct a full inventory check from time to time and when deemed necessary.
- ❖ To source and generate additional revenue streams through applying for grants and private/public funding.

Health and Safety/Premises

- ❖ To assist in ensuring the fabric of the building, furniture and fittings are maintained, seeking out new suppliers and ensuring best value. Arranging maintenance work and liaising with suppliers/contractors.
- ❖ To carry out regular monthly Health and Safety environment checks indoors and outdoors and to support staff in undertaking regular audits of their own environments.

- ❖ To be fully conversant with Health and Safety and assist with the Health and Safety audit. Arranging all required checks and keeping relevant paperwork as required by the Local Authority. Advising the Headteacher of any action required to be taken.
- ❖ To keep and maintain the statutory compliance checklist.
- ❖ To develop and sustain a three-year rolling maintenance programme, including costings.
- ❖ To support the Headteacher and Governors in financial procedures and best practice.
- ❖ Review and update risk assessments.
- ❖ To ensure contractors have all relevant qualifications, insurance and safeguarding checks in place.
- ❖ Oversee external contract cleaning company.

Support for the school

- ❖ Be aware of and comply with policies relating to child protection, health and safety, confidentiality, data protection and reporting all concerns to the Headteacher/Chair of governors
- ❖ Contribute to the overall work & ethos of the school
- ❖ Appreciate & support the roles of other people in the team
- ❖ Attend and participate in meetings and events as required
- ❖ Develop oneself through training and other learning activities including performance management as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.