**Broughton Jewish Cassel Fox Primary School**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title: Finance Manager** | | | |
| **Grade** | 3B/3C depending on experience | **Staff**  **responsibility:** | No |
| **Scope of Work – appropriate for this post:**  The post holder will work to the Chief Financial Officer (CFO) for the Academy Trust. The Finance manager (FM) will provide advice on strategic financial issues and be responsible for financial management of the school reporting to the CFO.  The FM is expected to bring a modern, business-like approach to the business and admin team, ensuring a highly competent and efficient service is maintained and the the completion of returns to external agencies. | | | |
|  | | | |
| **Accountabilities/Responsibilities – appropriate for this post may include:**  **Strategic planning**  To support the Business Manager and trustees in the strategic leadership of all non-educational functions across the trust;   * To support the Academy Principal in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures viability of the trust; * To develop effective relationships with staff, pupils, parents, local businesses and stakeholders   **Finance**   * To develop and oversee all financial policies and procedures to ensure compliance with the ESFA, Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission; * Developing and maintaining the in-house Financial Handbook’ & Scheme of Financial Delegation that sets out the operational procedures governing The Trust, combining best practice with the latest Accounts Direction issued by the ESFA * To provide professional advice and support to the trust on all aspects of finance and business management; * To attend all governors meetings and to present monthly and annual financial statements to the trustees; * To present monthly and annual financial reports * Monitoring expenditure and reporting to the Academy Principal and Trustees regarding income and cash flow against the approved budget and submitting reports to trustees * Management of the schools financial systems, Access Financials, Access Budgeting, SCOPAY, monitoring all accounting procedures an overseeing all transactions. * Managing cash, securing funds to which the school is entitled. Maximise income generation within the ethos of the school. Ensure best value principals are adopted, for example, in extended schools activities.   **General**   * Ensure confidential, tactful and secure management of sensitive information. * To attend skill training and participate in personal/performance development as required. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues. * Any other duties commensurate with the grade as may be required by the Principal | | | |
|  | | | |

|  |  |
| --- | --- |
| **Contract Details** | 36 Hours / week. |
| **Conditions** | Different working hours/pattern may be agreed for the right applicant. |
| **Hours of Duty** | |  |  |  |  | | --- | --- | --- | --- | | Monday | 8.30am | to | 4.30pm | | Tuesday | 8.30am | to | 4.30pm | | Wednesday | 8.30am | to | 4.30pm | | Thursday | 8.30am | to | 4.30pm | | Friday | 8.30am | to | 4.00pm |     *Daily working pattern may be subject to change to meet the needs of the school. The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.