

Job Title:	Finance Manager
Job Family:	Administration & Business Management
Line Manager:	School Business Manager / Principal
Band:	Band 4 – Management Management roles responsible for a significant function, project or activity and/or strong professional/specialist roles employing a high level of specialist knowledge/skill critical to the performance of a function or team.
Hours:	37.5 per week. 52 weeks per year.

Job Purpose:

To maintain systems to facilitate effective financial controls within the school

Responsible for:

Maintaining all the Academy's financial systems and accounts, ensuring compliance with finance regulations and policies.

Strategic Responsibilities:

- Evaluate information and consult with the Senior Team to prepare a realistic and balanced budget for school activity
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Principal of the causes of significant variance and take prompt corrective action
- Advise the Principal and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Seek and make use of specialist financial expertise
- Maximise income through lettings, bids and other activities
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Undertake monthly payroll analysis and prepare salary cost projections to support budget forecasting and workforce planning.

Other Responsibilities:

Maintenance of the Academy financial systems including:

- Ensure accurate posting of relevant costings to the correct phase
- Provide ongoing budgetary information to relevant people
- Ensure reconciliation of the purchase ledger.

- Raise invoices, prepare sundry cheques for signature, check supplier statements, issuing receipts and ensuring expenditure is within budget.
- Ensure timely completion of control accounts.
- Manage income from premises lettings, funding streams and outside bodies.
- Arrange the safe storage of cheques books and credit cards.
- Manage and monitor the academy credit card accounts, reconciling bank accounts and ledgers.
- Oversee the collection of petty cash and all money relating to academy based activities, liaising with staff and documenting all receipts and income.
- Prepare monthly department budget balances
- Ensure timely production and issue of financial reports and returns as required by the Principal and the Governing Body.
- Co-ordinate the stock, purchase and delivery of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors and that compliance with legislation is in place.
- Ensure accurate and timely processing of orders and invoices using UL software, reconciling statements and preparing payment runs.
- Liaise with suppliers regarding payments and statements.
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the Academy.
- Ensure budget holders' compliance with appropriate financial regulations.
- Keep the computer based financial and management accounting systems for the Academy updated.
- Be a point of contact with central office and other agencies with regard to grant applications, gifts and other donations.
- Supervise finance staff
- Liaise with parents on financial matters.
- Oversee monthly payroll submissions in liaison with the School Operations Manager, ensuring overtime, contractual changes and salary amendments are processed accurately.
- Ensure payroll expenditure is accurately coded within the accounting system and reflected correctly within financial reports and budget monitoring information.

Audit Services

Advise the Principal and SBM on external and internal audit arrangements as required.

- In conjunction with Central Office, liaise with auditors and plan all audit arrangements.
- Implement audit requirements as it affects all financial services at the Academy.

Other

- To have due regard for safeguarding and promoting the welfare of students and to follow the child protection procedures adopted by United Learning and the Academy's safeguarding policy.
- The post holder may be required to work outside of normal academy hours on occasions with due notice.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas
- To attend directed time meetings.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

ESE July 2026