

URSULINE HIGH SCHOOL
DIRECTOR OF FINANCE
JOB DESCRIPTION

Post Title: Director of Finance

Grade: ME12, points 30 – 33, £34,794 - £37,842

Responsible to: Headteacher

Date: May 2019

General Purpose:

To support and work collaboratively with the Headteacher and Governors to secure outstanding value for money.

To lead a team of 5 full-time staff in the Finance Department.

Strategic Role:

Specific Duties:

- a) To lead, operate, maintain and develop the financial procedures systems and procurement in the school. Ensuring that the school makes the best possible use of resources available.
- b) Responsible for the operation of the school's financial procedures, the provision of budgets, monitoring reports and statistical information, and processing of capital payments.
- b) Supervision and management of the finance team and receptionist based in the reception office, ensuring that deadlines are met and standards maintained in relation to finance and reception.
- c) To be responsible for the School Catering Facilities.

- d) To be responsible for the financing of school tablets.

Finance [Strategic]

1. To prepare for approval by the Head and Governors the annual estimates of income and expenditure, for both public and private accounts. To obtain agreement of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
2. To ensure that budgeting allocations from the EFA and the LA are correctly calculated and fully allocated.
3. To ensure that all opportunities are explored to obtain financial support from the DfE and the LA to assist with capital works.
4. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT and Governors accordingly.
5. To be responsible for the finances of Morley Park (School Playing Fields).
6. To attend Finance and General Purposes Committee.
7. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting regular reviews.
8. To monitor all accounting procedures and resolve any problems, including:
 - (i) The ordering, processing and payment for all goods and services provided to the school.
 - (ii) The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 - (iii) Maintaining an assets register.
 - (iv) Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
 - (v) Work in conjunction with UPA on charity account.
9. To prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.

10. To be responsible for the management of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
11. To prepare all financial returns and Census for the DfE, EFA, LA and other central and local government agencies with statutory deadlines.
12. To maximise income generation within the ethos of the school.
13. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
14. To negotiate, manage and monitor contracts, tenders and agreements for the school's energy supplies.
15. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that arise.
16. To administer additional funding for consultancy work by the Headteacher for the school's work as a National Support School and an NLE.
17. To lead and manage the allocation of Bursary Policy and Money.

Finance [Operational]

1. Responsible for the prompt production of monthly monitoring reports and analysis including Governors capital project funds for review by the Headteacher.
2. Responsible for the financial reporting of Public Accounts, submission of Local Authority returns and monthly reports and contributing to achieving the financial management standards (SFVS) in the school.
3. Take account of all necessary measures to present relevant information to auditors including reconciliation of accounts to audited financial statements and resolution of any issues raised.
4. Supervision of the accounts packages in relation to ordering materials/work and the payment of accounts, all in accordance with Governors' approved financial procedures and DfES financial standards framework. To include authorising work, cheque signing etc. Resolution of FMS related problems to ensure smooth running of admin services, such as ensuring correct budget codes for orders.

5. Monitor public fund income. Closure of year end in agreement with the Local Authority, Headteacher and Governors. Load agreed budget onto FMS. Action all virements as agreed by Headteacher.
6. Monthly reconciliation of bank statements, including Debit Card Account and VAT returns in accordance with Local Authority requirements; sign cheques, ensure direct debits and credits are correctly paid; liaise with bank on queries. Responsible for resolving any discrepancies.
7. Overall supervision of all BACS payments.
8. Management of all contracts and leases, ensuring payments from appropriate accounts in accordance with agreed supplier terms of business.
9. Timely provision of data for inclusion in Governor Reports, annual budget planning and other ad hoc requests and duties as may be required by Headteacher or Business Manager.

Catering

1. To manage the in-house catering service to ensure that it provides an efficient, healthy and financially viable service.
2. To ensure the operation of the cashless catering system.
3. To ensure Government policy on healthy schools is met.
4. To be responsible for health and hygiene within the catering function and reporting on Environmental Health issues.
5. To negotiate, manage and monitor contracts, tenders and agreements relating to the Catering Service.
6. Responsible for encouraging innovative ideas to maximise income and improve the eating experience within the school.
7. Line Management of Catering Manager.

Governors Funds

1. Provide monthly accounts of the Governors Donation Fund.
2. Provide monthly accounts of the Governors Development Fund.

Payroll

1. Reconcile monthly salary costs and monitoring reports inclusive of all supply staff and temporary staff with predicted spend.
2. Managing the payroll on a monthly basis and dealing with discrepancies in liaison with HR Officer. Monitoring and ensuring claims for overtime payments, other supplementary pay maternity/paternity pay, pension contributions and opt-outs are accurately recorded on payroll.
3. Ensure the processing of all new staff, staff salary changes, resignations and other changes are undertaken on a timely basis.
4. Liaison with the School's payroll provider to ensure payroll information is updated promptly on a monthly basis, changes are correctly processed to ensure the smooth running and efficiency of pay roll payments and that payroll deadlines are achieved.
5. Ensure revised/new documentation is placed/replaced on the Management Information System as required.
6. Ensure all staff details and contracts are correctly recorded on the School's information Management Systems
7. Ensure information regarding overtime/unusual payments are paid from appropriate funds.
8. Administering of Childcare Vouchers on a monthly basis.
9. Provide the Headteacher with accurate and timely monthly staff salary information highlighting discrepancies against planned expenditure.
10. Ensure staff salaries match expected salaries recorded on SIMS, including supply and temporary staff.
11. Provide accurate staffing forecasts by entering information from HR on spread sheets.
12. Liaise with Local Authority, payroll and pension providers on appropriate matters.

Personnel

1. Appointment, supervision and management of the finance and associated reception staff to ensure the smooth running of the team and a culture of responsiveness and flexibility.
2. Ensure deadlines are met for work undertaken by finance and reception and absences are managed to ensure appropriate levels of cover are maintained throughout the year
2. Oversight of induction, training, appraisal and first line management of finance and associated reception staff.

Supervision

- Finance Officer
- Accounts Assistant x 4
- Receptionist – Finance

[6 staff, full time equivalent 4.2]

Policies

- Bursary Policy
- Charging and Remissions Policy
- Finance Policy and Procedures
- Statement of Internal Control Policy