

School Finance Manager and Principal Finance Officer for CST

The Cippenham Schools' Trust
Stronger Together



1. POSITION IDENTIFICATION

Title	School Finance Manager and Principal Finance Officer for CST
Functional Area	Cippenham Primary School (CPS) and Cippenham Schools' Trust (CST)
Reports to	Headteacher, CPS
Salary TBC	CST Level 9 SCP Range 48 to 53 (£42,928- £47,522 per annum)
Employment Status	Permanent, Full Year 37 hours per week

2. POSITION OBJECTIVE

The School Finance Manager is responsible for the :-

- Management, monitoring, reviewing, reporting, updating and development of the school finances as agreed with the Headteacher and Governing Body, in accordance with the Articles of Association, Scheme of Delegation, Academies Handbook and School Finance Manual and other associated internal and external legislation, procedures and standards.
- Planning of the school budget (1st September to 31 August) in association with the Headteacher and Governing Body.
- Supporting, contributing to and encouraging the overall ethos, work, aims and objectives of the school
- Effective day to day running of the school finance office

The Principal Finance Officer for CST is responsible for:

- Maintaining consolidated management accounts and managing consolidated financial returns for the Trust schools
- Monitoring financial health of schools within the Trust and working with schools to prepare 3-5 year plans
- Coordinating the work of the Responsible Officer(s) in relation to internal control and scrutiny
- Overseeing the annual financial external audit and liaising with the auditors as appropriate
- Advising and keeping the Trust Board and Accounting Officer up to date on financial matters
- Ensuring the insurance and pension schemes are appropriate and current.
- Maintaining and updating as appropriate Trust documentation e.g. financial scheme of delegation, financial policies, risk register, and contingency and business plan.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

- Strong, effective professional, financial track record with excellent business acumen and sustained focus to accommodate change.
- High levels of Numeracy and Literacy
- Able to work to own initiative, prioritizing workloads (short, medium and long term plans) to meet deadlines
- Excellent communication and interpersonal skills
- Ability to lead, motivate and influence in a complex professional structure.
- Excellent ICT skills, including finance management systems, e.g. Excel, SIMs, Corero
- Accurate quick data input and analytical skills
- Confidentiality and sensitivity to issues, as required
- Trust, loyalty, tact and discretion and the ability to be impartial
- Ability to co-ordinate and liaise with internal and external parties, always presenting the school in professional and efficient manner
- Committed team player
- Ability to work in a regulated environment and ensuring compliance
- Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long term financial strategic direction of the school

4. KEY PERFORMANCE OBJECTIVES	
Outputs	Key Performance Indicator
School Finance as Finance Manager	Financial management meets audit requirements
Accounting	<ul style="list-style-type: none"> • Management of the school accounting function is efficient and in accordance with agreed procedures (e.g. goods ordering, operation of bank accounts / reconciliation, assets register, collection of fees and money collections) • Financial management information, especially benchmarking, informs the Headteacher (and Governors) of identified areas of relative spending and trends • The Headteacher and Chair of the Governors Business Committee are regularly updated on the monthly management accounts (reporting actual forecasts variances against budgets) • Value for money is obtained in the purchase of goods and services • Financial management of capital and maintenance projects have been approved by the Governing Body
Payroll	<ul style="list-style-type: none"> • Payroll provider accurately informed of staff pay in a timely manner • All staff are paid accurately and appropriately • PAYE, National Insurance, pension contributions and other statutory deductions are actioned efficiently and accurately • Compliance with regulations for benefits in kind
Tax / VAT	<ul style="list-style-type: none"> • The school's rating assessment, VAT, tax and gift aid liabilities are up to date and the Headteacher is informed of financial implication changes
Financial Returns	<ul style="list-style-type: none"> • Prepare all financial returns for the EFA, Local Authority and other central and local government agencies within statutory deadlines
Staff pension schemes	<ul style="list-style-type: none"> • Staff are directed efficiently to up to date pension scheme information
Insurance and Service Level Agreements (SLAs)	<ul style="list-style-type: none"> • Insurance coverage meets the requirements of law and the school (approved by the Governing Body), especially in respect of employer's liability, governors liability, public liability, building and equipment cover, personal accident, travel and other relevant cover. • SLAs are reviewed to ensure best value and appropriateness effectively in a timely manner.
Policy	<ul style="list-style-type: none"> • Headteacher and governors are kept apprised on investment and financial policy, and developing business plans (long-term financial strategy) for the future development of the school. • All policies relating to the financial well-being of the school are up to date and comply with regulations
Record Keeping	<ul style="list-style-type: none"> • All financial information is accurately kept up to date and monitored in accordance with procedure (including income and expenditure accounts, balance sheets and profit and loss accounts)

	<ul style="list-style-type: none"> Records of financial systems and transactions are accurately maintained with up to date information, reconciled, and able to produce accurate reports as required Data is appropriately and safely transferred when database systems are updated, introduced and / or changed Data is accurately inputted and extracted on the school's database systems
Filing and Archiving	<ul style="list-style-type: none"> The filing systems in place enables information (documents) to be accessed efficiently as required Historical data and files are appropriately archived (electronically and manually) in accordance with procedures, including retention for the required periods of time
School Budget	Budget is managed and monitored effectively
3 to 5 year financial strategic plan	<ul style="list-style-type: none"> Preparation of the plan meets the requirements of the school and is approved by The Governing Body
Preparation of the Draft Annual Budget	<ul style="list-style-type: none"> Annual estimates of income and expenditure within the Annual Budget are approved by the Headteacher, Governors Business Committee and The Full Governing Body.
Reviewing, reporting and updating	<ul style="list-style-type: none"> The Headteacher (and Governors) are kept fully informed of areas of concern within the school budget, in a timely manner.
Budget Holders	<ul style="list-style-type: none"> Budget holders are fully informed of their responsibilities and are able to manage their accounts efficiently following proper process of decision making and effective financial management.
End of Year accounts	<ul style="list-style-type: none"> Final accounts are accurate and prepared appropriately for the Headteacher, Governors and audit purposes (internal and external).
School General	Working as part of a team to ensure a smooth financial function
Enquiries (Internal and External)	<ul style="list-style-type: none"> Enquirers are provided with accurate information, as appropriate to the circumstances, in accordance with procedure, with tact, diplomacy and appropriate confidentiality
Premises	<ul style="list-style-type: none"> Work in partnership with the Trust's Premises Manager on procurement and contracts. Managing, administering and reviewing as appropriate, the School's commercial and letting activities efficiently and effectively. Sourcing and managing agreed contracts to provide value for money
Income from Parents / Carers	<ul style="list-style-type: none"> Collection of monies, e.g. ParentPay payments for trips and school lunches, are managed efficiently and in accordance with procedure.

CST Finances – as Principal Finance Officer	Cippenham Schools Trust complies with all financial regulations
Accounting	<ul style="list-style-type: none"> • Financial management is efficient and in accordance with agreed policy, procedures, financial guidance and relevant legislation. • The Trustees are updated efficiently on the quarterly management accounts (reporting actual forecasts variances against budgets) • Value for money is obtained in the purchase of goods and services • Effective preparation of Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP). • Effective responsibility for the preparation of Annual Accounts in accordance with the statutory and Charity Commission requirements (and for liaising with the auditors).
Risk Management	<ul style="list-style-type: none"> • CST audit committee is advised of risks associated with financial activities of the Trust and a risk register is maintained
Tax / VAT / Benefits	<ul style="list-style-type: none"> • The VAT and tax returns are up to date and accurate, and ensuring compliance with regulations for benefits in kind.
Financial Information / Advice	<ul style="list-style-type: none"> • Information (including policy) provided for the Trustees in response to adhoc requests and specific projects are clear, concise, up to date and relevant • Accounting Officer is kept well informed and returns are accurate and reflect practice
Audit	<ul style="list-style-type: none"> • Audits are led and managed in consultation with other schools in the Trust and reveal no major issues • Internal audit by responsible officers is co-ordinated and recorded and follows requirements
Insurance and Contracts	<ul style="list-style-type: none"> • Insurance coverage meets the requirements of law and the CST Board of Trustees, especially in respect of employer’s liability, Trustees / Trustees liability, public liability, building and equipment cover, personal accident, travel and other relevant cover. • Contract tendering is managed efficiently and effectively in accordance with policy, procedures and relevant legislation.
Record Keeping	<ul style="list-style-type: none"> • All financial information is accurately kept up to date and monitored in accordance with procedure (including income and expenditure accounts, balance sheets and profit and loss accounts) • Records of financial systems and transactions are accurately maintained with up to date information, reconciled, and able to produce accurate reports as required • Data is appropriately and safely transferred when database systems are updated, introduced and / or changed • Data is accurately inputted and extracted on the database systems
Filing and Archiving	<ul style="list-style-type: none"> • The filing systems in place enables information (documents) to be accessed efficiently as required • Historical data and files are appropriately archived (electronically and manually) in accordance with procedures, including retention for the required periods of time

Preparation of the Trust's Draft Annual Budget	<ul style="list-style-type: none"> Annual estimates of consolidated income and expenditure within the Annual Budget are prepared in consultation with the Chair of the Audit Committee, in consultation with other schools in the Trust, and approved by the CST Board of Trustees.
Reviewing, reporting and updating	<ul style="list-style-type: none"> The Trustees are kept fully informed of areas of concern in a timely manner.
End of Year accounts	<ul style="list-style-type: none"> Final accounts are accurate and prepared appropriately in a timely manner
Meetings	<ul style="list-style-type: none"> In liaison with Company Secretary, agendas and minutes are scheduled to meet requirements of audit Attendance at CST meetings - twice termly in evenings Reports and advice given to trustees as requested

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications

Accountancy / Finance qualification
GCSE in English and Mathematics (or equivalent)

Knowledge, Skills & Experience

An experienced senior manager within an organization, preferably a charitable trust or school IT systems experience, for example: Excel, SIMs, Corero, Microsoft

The ability to undertake professionally and efficiently the competencies required (Section 3)

6. ORGANISATIONAL RELATIONSHIPS

ORGANISATIONAL RELATIONSHIPS

The School Finance Manager Reports to: Headteacher, CPS and is accountable to the Governing Body.

Manages: Finance Officer (full time)

The Principal Finance Officer for CST report to: Chair of the CST Audit Committee and Trustees

Manages: N/A

External Contacts: HMRC, School bankers, accountants, insurers, lawyers, architects, surveyors, auditors, Payroll and other finance related professionals. Parents / carers, suppliers, other schools, other contractors and other companies / organisations

7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

8. GENERAL RESPONSIBILITIES

- To uphold Academy policy in respect of safeguarding and child protection matters.
- All staff members participate in the school's performance management scheme.
- The postholder is required to support and encourage the Trust's vision, values and ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- Attend School Governing Body, Finance Committee, Staff meetings. CST meetings and INSET days as required. *Note: these meetings may take place after school hours.*
- To be prepared to work flexible hours should the need arise
- To keep abreast of developments in the financial administration of schools and academies

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Prepared by:

Date Issued:

