

**Finance and Office Manager**

**Hawkley Hall High School**



**Job Description and Personnel Specification**

* Ensure Trust financial management policies and procedures are followed throughout school.
* Manage administration of petty cash and credit cards
* Prepare figures for the Trust’s monthly VAT claim/on-line return.
* Responsible for accuracy of bank reconciliation and responsibility for the online banking system.
* Responsible for accuracy and reconciliation of all postings in accounting software.
* Be an authorised signatory on accounts.
* Be an authorised credit card holder and manage all expenditure made on the card/s.
* Authorise invoices for payment.
* Support budget holders through timely and accurate reports and provide appropriate training in agreed procedures.
* Monitoring trip income and expenditure
* Complete and submit monthly finance checklist to the Trust.
* Assist in the preparation of all financial returns to the DfE, ESFA and Trust within statutory deadlines.
* Assist with submission of all audit deliverables as requested by Trust auditors
* Log insurance claims and reconcile payments

**Adminstration**

* Provide leadership and management to the whole school administration function – reception and reprographics.
* Ensure adequate stocks of display materials and paper are maintained within school
* Ensure adequate stocks of stationery maintained in school office
* Ensure that efficient and effective administrative systems are in place throughout the school.
* Ensure the accurate and timely completion and return of information to the DfE and other agencies.

**Line Management**

* Line Management of School Finance Assistant, Receptionists and Reprographics Officer.

**Job Description **



**Job Purpose**

* Under the reasonable direction of the Headteacher carry out the professional duties in line with the job profile and in particular to provide high quality Management of the school’s Finance Office, Reception and Reprographics.
* Support the aims and objectives of the school and The Rowan Learning Trust.
* Attend meetings as required

**Finance**

* Day to day management of the school’s transactional and cash based finances, ensuring all Trust policies are adhered to
* Day to day admin of school’s bank accounts and online payment system
* Ensure correct VAT codes are applied to financial transactions
* Issue sales invoices as required and chase debtors
* Reconcile BACS Bureau payments against system payments and payroll reports
* Monthly bank reconciliations
* Assist Business Manager with month end accruals, prepayments and balance sheet reconciliations
* Assist Business Manager with maintenance of academy fixed asset register
* Ensure all orders placed adhere to Trust procurement policy
* Ensure related party transactions are reported to Trust
* Assist Business Manager with annual and 5-year budgets

**Person Specification **

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| Criteria | Essential / Desirable |
| Qualifications |  |
| Level 4 Finance qualification or significant experience in a finance role | E |
| Willingness to undertake further CPD | E |
| **Experience** |  |
| Significant experience of working at a manager level in finance | E |
| Working within schools or academies | D |
| Knowledge and understanding of school structures and of the key issues facing academies | D |
| Experience of producing a variety of financial documents, including bank reconciliations and balance sheet reconciliations | E |
| Experience of budgeting | D |
| Working with Governors, Trustees or equivalent | D |
| Track record of developing and sustaining positive relationships with a wide range of internal and external stakeholders | D |
| Knowledge & Skills |  |
| Attention to detail | E |
| Highly developed organisational skills managing time well to meet competing priorities | E |
| Excellent IT Skills | E |
| Numeracy and literacy skills to handle data and information critically, accurately and effectively | E |
| Knowledge and hands-on experience of a variety of financial management systems/processes and procedures | D |
| Working knowledge and understanding of HR/personnel management/practice | D |
| Sound knowledge and understanding of accounts | D |
| Risk management | D |
| Project management | D |
| Successful experience in the submission of bids to secure additional funding | D |
| Personal Attributes |  |
| Highly developed interpersonal skills | E |
| Excellent written and verbal communication | E |
| Committed to the professional development of colleagues and self | E |
| Energy, drive, commitment, and enthusiasm | E |
| Ability to work with colleagues at all levels | E |
| Sensitivity, patience, empathy and listening skills | E |
| Resilience, the ability to work under pressure and be able to meet deadlines | E |
| A commitment to uphold and model the values and ethos of the school | E |
| A commitment to safeguarding and promoting the welfare of students | E |

**How to Apply**

