

## Job Description: School Finance Manager

### Post Details

**School:** Poole High School  
**Post type:** Support Staff  
**Grade/Pay Level:** Grade 10  
**Responsible to:** Operations Director

Main Purpose
The School Finance Manager is accountable for ensuring the financial resource planning is in place to support Poole High School's excellence strategy.
Working with the Operations Director, the School Finance Manager is responsible for overseeing the financial operations of Poole High School. Managing the budget and ensuring financial efficiencies, preparing financial reports, and ensuring compliance with all relevant financial regulations.
The School Finance Manager is responsible for ensuring the financially effective and efficient use of the resources available to the schools.
This role plays a key part in supporting the school's educational mission by ensuring efficient and responsible financial management.

### Duties and Responsibilities

#### Budget Management:

- Maintain an effective system of internal control (in accordance with the Trust Finance Policy and the Academy Trust Handbook), including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures and minimising opportunities for fraud and misappropriation of academy monies and resources.
- Liaise with the Operations Director, the Headteacher and Core Services Finance team to prepare a realistic and balanced budget each year, submit the proposed budget to the Trust Executive and Local Advisory Board for approval, and assist in the overall 3-5-year strategic financial planning process.
- Develop and manage the annual budget in collaboration with the Operations Director and Headteacher and other relevant stakeholders.
- Monitor budget performance and staffing MI and, working with the Operations Director and Headteacher, undertake monthly re-forecasting.
- Ensure that financial resources are allocated efficiently to support educational goals.
- Ensure operational financial efficiencies across the school (staff, catering, transport).

#### Financial Reporting:

- Prepare weekly financial reports including budget and staffing reports for Poole High School.
- Oversee and monitor regular reconciliations of various income and expenditure streams.
- Provide monthly financial updates to budget holders and school leadership.
- Maintain accurate and up-to-date financial records.
- Prepare year end journals including accruals and prepayments.

#### Accounts Payable:

- Upload payment runs onto the banking system.

- Oversee invoicing, payment processing, and income collection, ensuring that bills are paid on time and revenue is collected promptly.

**Grants and Income Generation:**

- Identify and pursue grant opportunities to supplement the school's budget.
- Prepare grant applications and manage the reporting requirements for awarded grants.
- Monitor grant expenditures to ensure compliance with grant terms.

**Financial Compliance:**

- Ensure compliance with all financial regulations, including tax laws and government funding requirements.
- Implement internal controls to safeguard financial assets and prevent fraud.
- Implement tender processes as required.
- Coordinate with auditors during annual financial audits.

**Financial Planning:**

- Provide the Operations Director and Headteacher with long term strategic financial planning to ensure the school makes best use of its resources and that timely and fully costed proposals are produced in line with agreed budgets and demonstrate best value.
- Collaborate with school leadership to develop long-term financial plans.
- Provide financial analysis, benchmarking and projections to support strategic decision-making.

**HR/Payroll:**

- Reconciliation of monthly payroll (reviewing variances between payroll data from our outsourced provider and our own budgeted pay figures) and obtain monthly payroll approval from nominated school leader(s) in order for payroll to be run.
- Ensuring that staff changes requests are projected, updated and accurately documented on the relevant HR and budget systems.
- Working with the HR Officer to ensure forecasting of staffing is robust and fully costed.

**Transport**

- Working with the Operations Director, be responsible for procurement of and contractual arrangements associated with external transport providers.
- Financial oversight of internal minibus fleet, working closely with the Operations Director to understand precise student numbers to allow for astute financial planning.
- Working with the Operations Director, develop a financial strategy to ensure best value is achieved from the internal transport arrangements.

**Resource Allocation:**

- Allocate resources based on budgetary constraints and priorities.
- Provide guidance on cost-effective resource utilisation.

**Training and Development:**

- Provide financial training and support to school staff and administrators.
- Provide strategic budget-setting and management training to key leaders.
- Promote financial literacy among relevant stakeholders.

**Line Management:**

- Finance team



Twynham Learning Attributes for all Staff	
Ambition for excellence Professionalism Humility Championing change	Inclusiveness Positivity Community-mindedness Being collaborative

Knowledge, Skills and Attributes	
<b>Essential:</b> <ul style="list-style-type: none"><li>• A relevant qualification or equivalent experience in financial management within an educational setting.</li><li>• Excellent skills in a range of IT packages and strong knowledge of financial software and systems.</li><li>• Knowledge of relevant financial regulations and compliance requirements.</li><li>• Excellent analytical and problem-solving skills.</li><li>• Attention to detail and a high level of accuracy in financial reporting.</li><li>• Ability to work collaboratively with diverse teams.</li><li>• Ability to travel independently to other schools within the Trust.</li><li>• An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders.</li><li>• Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.</li><li>• A sense of humour.</li></ul>	
<b>Desirable:</b> <ul style="list-style-type: none"><li>• First class or Upper second-class degree in a related discipline.</li><li>• School Business Manager qualification (DSBM, CSBM, ADSBM or MSc School Business Management).</li><li>• Line management experience.</li><li>• Experience of delivering value for money initiatives.</li><li>• A commitment to and evidence of professional development of both yourself and others.</li></ul>	

Safeguarding Duties and Responsibilities	
	<ul style="list-style-type: none"><li>• Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.</li></ul>

Other Duties	
	All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes
-------

This job description may be amended at any time in consultation with the postholder.

#### Key to Acronyms Used/Glossary of Terms

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).