

## **FINANCE MANAGER**

### **JOB DESCRIPTION**

#### **The Role**

As Finance Manager, you will be an integral part of the team responsible for ensuring high standards of financial integrity within Dorset Studio School. You will manage the monthly and year-end financial processes required of the school, ensuring compliance with the requirements of the Academies Financial Handbook. Manage the financial planning along with the School Business Manager, Principal and Senior Leaders to ensure effective strategic decision making.

Working with best practice and implement any new standardised processes and procedures.

#### **Key Responsibilities**

- Ensure timely production and issue of financial reports, cash flow forecasts and returns as required
- Prepare the monthly management accounts
- Prepare the monthly financial reports, analysis and updates for the Local Governing Body
- Prepare the annual budget and reforecasts for approval by the LGB
- Take responsibility for the academy's accounting procedures, ensuring all policies and procedures are adhered to within the academy
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- Take responsibility for and line management of the school's finance staff, including arranging appropriate training and development, conducting induction, probation and performance management reviews
- Work with the School Business Manager, Principal and senior leaders to ensure effective financial management, adherence to budget and strategic decision making
- Identify and pursue income generating activities (Bids and grants)
- Work with the SENCO to secure high needs funding
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards

#### **Other**

- There may be times when you are required to carry out other reasonable tasks as directed by the School Business Manager, Principal and senior leaders.

#### **Person Specification**

##### **Knowledge, Skills and Experience**

- Experience of running effective administrative and financial systems, ideally within a school environment
- Possession of a recognised accountancy qualification would be an advantage, as would knowledge and experience of education funding arrangements
- High level of proficiency with Microsoft Office, and Access desirable

- Experience using financial databases and confidence and interest in learning new technologies
- Line management experience, desirable
- Experience in managing and negotiating contracts, tenders and agreements, desirable

#### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every student
- Deep commitment to Dorset Studio School's mission of providing an excellent education to all every student,
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- Works productively in a high pressure environment
- Helpful, approachable and positive nature
- High standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion

#### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Dorset Studio School is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*