

Steeple Morden Church of England Primary School

JOB DESCRIPTION

JOB TITLE: Finance and HR Manager

RESPONSIBLE TO: Headteacher

JOB PURPOSE: To ensure compliance with statutory duties regarding school finances, managing the budget on behalf of the Headteacher and Governors and liaise with our HR provider to provide HR support to the school and undertake all HR administration.

Main duties and responsibilities:

1. To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the school's agreed financial procedures.
2. To produce and manage the school budget according to the priorities identified in the School Strategic Plans / School Development Plan with LA advice where necessary. This includes producing regular reports including the revised budget and outturn documents, advising on outturn and funding positions and reporting difficulties to the Head.
3. To prepare financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
4. To produce data and reports on financial matters as required by the Headteacher / Governors and attend resources committee meetings.
5. Be the key point of contact for all financial queries.
6. To manage payroll on behalf of the Headteacher, including overtime and supply claims.
7. To ensure payments received from pupils and staff in respect of school dinners, educational visits, etc. are received, recorded and banked correctly with receipts issued as required.
8. To carry out reconciliation of bank statements.
9. To manage school fund and associated bank accounts with an overview of invoicing, collection, recording and banking of all monies due to the School, in accordance with approved regulations and ensuring an appropriate audit is carried out at year end.
10. To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary, ensuring the principles of best value are maintained.
11. To deal with payment of invoices, recording details and preparing for authorisation.
12. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and cost savings etc.
13. To deal with the production of all financial returns in a timely and accurate manner.
14. Undertake all required Finance training to include FMS, SBS budgeting and budget monitoring etc. Attend all Local Authority Finance meetings as required.

15. To be responsible for general personnel matters in consultation with the HR provider eg ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
16. To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential. To adhere to data protection security guidelines.
17. To annually complete and submit the DfE Personnel Census.
18. To assist in the recruitment, induction, training and professional development of all staff ensuring full compliance with safer recruitment procedures including Prevent.
19. To complete sickness absence returns in respect of all staff.
20. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
21. To undertake any other duties of a similar level and responsibility as may be required.

REVIEWED 03.11.2023