**JOB DESCRIPTION**

| **Job Title** | Federation Finance Operations Manager | | |
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| **School** | Stoke Hill Federation | | |
| **Reporting to** | Executive Headteacher | | |
| **Directorate/Section** |  | | |
| **Effective date of JD** |  | | |
| **Grade** | F | **Job Number** | G.1733-2 |

**Job Purpose:**

Responsible for financial and operational leadership of the Federation through the development of financial strategy and oversight. Maximising school income, assets and resources to ensure the Federation’s financial health into the future.

Plan and deliver a comprehensive administration service and provide recommendations, advice and support to the school leadership team, across or within specialist areas.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**Main duties and responsibilities:**

* Support the Executive Headteacher in their non-teaching responsibilities related to Federation leadership, administration and management.
* Allocating, controlling and accounting for the financial and material resources of the Federation in accordance with the policies of the local authority.
* Prepare an annual budget for approval by the Executive Headteacher, Governing Body and Local Authority
* Identifying any causes (or potential causes) of significant variances to the budget and to recommend prompt corrective action, to ensure financial goals, targets and budgets are met.
* Ensure the effective deployment of the Federation budget, provide support services, Utilise experience to help solve problems that arise, usually by the identification and selection of solutions from a range of diversified established procedures and standards.
* Completion of all statutory and non-statutory returns in accordance with strict deadlines.
* Provide a broad authoritative knowledge and extensive practical experience of similar finance and/or office administration background, using this experience to influence decisions and communicate effectively to the school leadership team and governing body.
* Take overall responsibility for providing recommendations/guidance on a range of HR issues, such as managing absence, working conditions, and long service entitlement.

Work alongside the Federation Premises Operations Manager to oversee the external contractual arrangements for cleaning.

* Daily management of a range of finance activities within various areas of the school including finance and administration including invoices, reconciliation, trial balance and petty cash.
* To promote a customer service ethos and maximise support available to the school.

**Finance**

* To monitor all accounting procedures and resolve problems including those on:
  + The ordering, processing and payment of all goods and services provided to the school.
  + The operation of the school bank account, ensuring that a full reconciliation is undertaken once per month. - Petty Cash Account and Credit Card
* Manage charging, and revenue collection for any letting’s activities on the school premises. To accept lettings within the relevant policy determined by the Governors.
* Manage the financial procedures for school trips and residentials, ensuring that appropriate costing sheets are completed along with Vat recovery and risk assessment forms.
* To collect, reconcile and record all school income, including school meals and Nursery income. Correctly receipt according to procedures.
* To complete all necessary returns as required including those from the LA, government agencies and others - as required within the timescale given.

**Personnel Management**

* To have an overview of all personnel matters including staff contracts prior to issue.
* To give advice to senior leaders on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.
* To maintain confidential staff records and to ensure that staff records held by others in the school are kept confidential.
* To ensure that the personnel database within school is accurate, and to check actual salaries against ‘committed’ on a monthly basis to ensure correct payments are being made to staff. To investigate and deal with any discrepancies. To clear outstanding commitments from the system on a monthly basis to ensure adequate financial reporting.
* Authorising forms relating to personnel details e.g. ‘additional hours’ claims, supply and other timesheets, before they are submitted for action to the LA. Ensuring employees are paid correctly and on time. Reconciling claims at month end.
* To manage the administration of supply cover.
* Manage the administration of staff appointments.

**Administration**

* Responsible for the efficient and effective running of the school administrative support services including:
* Manage the administrative function including administrative IT facilities, records and telephones.
* To oversee admissions to the school, liaising with parents and the DCC Admissions Team.
* Oversee the accurate completion of the School Census.

**Person specification:**

| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| Management | * Ability to manage all aspects of a team from recruitment to resource allocation * Excellent task management skills both for self and others – ability to meet tight externally and internally set deadlines |  | references |
| Experience | * Substantial administrative skills within an educational background or similar * Significant experience of preparing budgets, budget monitoring information and final accounts * Experience of working in a financial capacity in a large organisation | Previous work in schools | references |
| Practical Skills | * Good organisation and an ability to prioritise * Ability to coordinate budget preparation, budget monitoring and final accounts * High level of IT skills |  | interview |
| Communication | * Effective written and oral communication * Ability to explain financial concepts to non-financial managers. * Good negotiation skills and powers of persuasion * Ability to communicate effectively, orally and in writing, with people at all levels * Ability to fulfil all spoken aspects of the role with confidence and fluency in English | Experience with challenging and vulnerable clientele | interview |
| Personal Qualities | * Able to work under pressure in a busy environment. * Ability to deliver work with clearly defined deadlines * Ability to work effectively with others |  | interview |
| Strategic Thinking | * Problem solver, strategic thinker and planner * Ability to provide strategic financial advice to other Senior Management | Detailed knowledge and full familiarisation of school policies and procedures | references |
| Technology / IT Skills | Highly efficient in using Microsoft 2007, Excel, FMS and Sims and Devon intranet, problem solver, strategic thinker and planner | Work with Catering and Nutritional analysis packages | references |
| Education and Training | * Various GCSE and A Levels * NCFE Health and safety certificate NCFE CACHE * Safeguarding NEBSM certificate, NCFE CACHE Mental Health awareness certificate, Level 4 School Business Professional &ISBL Diploma or industry equivalent. Benchmarking and ICFP training |  | references |
| Equal Opportunities | Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. | | Interview |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | | OH1 |
| Other relevant factors | Commit and conform to DCC Customer Service Standards | |  |

1. **Supervision and Management:**

Full supervision of Federation admin team, two receptionists and one HR/Personnel administrator. This includes carrying out termly appraisals, staff development, training and all other supervisory responsibilities.

To Line manage the After School Club manager and to line manage the Catering Manager.

1. **Creativity and Innovation:**

The postholder has scope for creativity in the way that work standards are achieved and how procedures are applied. Possible examples are as follows: review and implement school policies covering procedures across a wide range of areas including Personnel, Administration, tailored to the needs of the school.

To be responsible for designing, implementing and maintaining a number of administrative and financial systems and procedures, such as a system for recording and monitoring monthly budget projections and a process relating to the manual and computerised personnel administration system, that includes the custody and security of all personal records.

Design and implementation of new marketing tool such as redesign of the school website, prospectus and social media pages. Advertising/re-branding in order to promote incoming pupil numbers and retention.

Delivery and monitoring of GDPR training and awareness in school

1. **Contacts and Relationships:**

The postholder will be expected to have daily contact with a wide range of mixed groups at all levels, both within and outside the school. The postholder is expected to act in an advisory capacity on a continuous basis.

Regular contact is made with the Executive Headteacher and senior leadership team over a number of issues concerning operational matters within the school. This is primarily around the supply or gathering of information and can include providing recommendations or support on issues concerning policy, procedure, allocation of resources, staffing.

The postholder is required to prepare reports together with recommendations and put together costings/ guidance which will have a medium to long term effect on the future overall operation of the school.

Frequent contact with staff across a variety of contacts at County within the Finance, CYPS and Personnel Directorates. Contact can be relating to the submission of statutory, non-statutory and statistical returns, future admission of pupils, Payroll, Mutual Absence Fund (claim for compensation for teachers absent due to ill health), and Insurance. All contact is key in securing an effective, safe and productive learning environment within the school.

Regular and daily contact with parents regarding their children over straightforward issues such as arranging appointments with teaching staff, or payment of school trip and lunch money, leading onto possibly dealing with unauthorised absence or the administration of medication.

The postholder may have to get guidance on sourcing support available when facing personal difficulties with child issues.

Daily contact with pupils over payment of fees, arranging for unwell children to be returned home and their collection by a parent are all regular occurrences throughout the school week.

Contact with external providers regarding procurement and organisation of training of staff.

Frequency is as required, likely to be daily for most of these categories. The potential outcome of contacts can be significant both financially and in terms of the wellbeing of the clients and the overall operation of the school.

1. **Decisions - Discretion:**

The postholder is expected to work autonomously and will need to interpret policies and procedures and decide upon any action to be taken.

Have a high degree of independence and be responsible for taking decisions in situations where school policies and DCC guidelines, policies and statutory regulations provide only a general guideline.

The postholder will need to take overall responsibility for the school administration and finance functions, this will include maintaining records and effecting change when and as required. Freedom to act on own initiative in specific areas as highlighted.

Ability to advise, guide or make full recommendations accordingly on complex programme/development issues affecting both the day-to-day operation of the school and in other areas, specifically concerned with long term planning, finance and allocation of resources. Able to make decisions on the correct application of internal policies, procedures, guidance and best practice. Full responsibility for application of correct Personnel and Employment Regulations and Policies regarding setting of terms and conditions of employment and issue of contractual documentation.

The postholder is expected to use their discretion in responding to requests from customers and apply due regard to the Data Protection and Freedom of Information Acts.

Responsible for the design, implementation and review of effective and efficient administrative systems and procedures and for preparation of School Policies together with recommendations and interpretation to the Federation Governing Body.

Review the admin systems and use organisational strategies to reorganise allocation of duties when it is necessary to do so.

1. **Decisions - Consequences:**

Decisions taken by the postholder have a material effect on the operation of the school, staff, pupils and parents. Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.

In the absence of the Executive Headteacher, the postholder, working alongside other senior staff, Heads of School, takes responsibility for the site and smooth running of the school.

Decisions which the postholder is expected to make have a major impact on the Federation, the public and the customer.

1. **Resources:**

Maintain and ensure the security of databases regarding the recruitment and development records of staff and pupils.

The handling and receipt of cash in the form of dinner monies, school fund, school trips etc. The postholder is responsible for the receipting and banking all such monies. Responsibility for £500 Petty Cash Account. Will hold a school debit card for petty cash account.

1. **Work Demands:**

The post is based in an extremely busy front-line office that is subject to constant interruption. It is critical that the postholder can prioritise their work effectively and there will be a need to schedule the more complex reports, policies, and financial projection work during the quieter periods (normally at the start or end of the day).

In addition to the constant interruptions during school time, there is also a need to recognise and adhere to numerous and significant deadlines. There is an expectation that reports and returns will be delivered on time both to internal and external stakeholders.

Examples of such deadlines could include: -

* Monthly reconciliation of school data and year end updates
* Close down of accounts
* Annual budget setting
* Ad hoc and regular reports required for scheduled School Leadership and School Governors meetings
* Ensure staffing cover
* Administering of medication, dealing with sick children
* School workforce census
* Free school meal notification
* Monthly upload of supply teacher pay details
* Payment of invoices
* Issue of employment contracts
* Monthly petty cash reconciliation and submission of return

Requests for information are constant and will need to be prioritised.

Some deadlines and timescales are fixed corporately; therefore interruptions are frequent. Due to the nature of the work, it is not always possible to negotiate a specified time. This leads to the postholder having to respond to competing pressures.

1. **Physical Demands:**

This post is performed within an office environment. Occasional lifting of boxes is required.

1. **Working Conditions:**

General office environment. Well-lit and well-ventilated conditions. Extremely busy office with continuous interruptions without privacy.

1. **Work Context:**

Normal office environment. Regular contact with parents, some face to face on a one-to-one basis where the postholder can be confronted with an aggressive/stressful/confrontational situation.

Regular contact with staff, children and parents both individually and in groups which can be extremely challenging.

1. **Knowledge and Skills:**

The postholder would be expected to hold NESBM certificate in supervision and management and be highly proficient in both verbal and written communication, financial accounting and proficient in the use of IT.

Hold or be working towards Level 4 Apprenticeship (foundation degree) in SBM and the ISBL SBM Diploma

Detailed knowledge and understanding of legislation, policies and procedures that may impact on the school. This will include knowledge of School Policies, Financial Management Standards in Schools, Tendering process, Health and Safety (having completed a course)

Detailed knowledge of software systems

Use tact and diplomacy to manage staff and deal with personnel issues.

Input into the School Development Plan with responsibility in specific areas for production of reports and supporting information, together with conclusions and appropriate recommendations will be required. The preparation of business plans and full costings will need to be frequently undertaken, taking fully into account the requirement to attain best value for a number of projects and initiatives at the school, within a specific budget.

The postholder must have the ability to use their highly developed and specialist skills to confront and embrace problems in a number of distinct areas and review and update, where applicable, including:-

* Recruitment
* Change Management
* Succession Planning
* Training
* Issues impacting and effecting the wider area of education within Primary Schools

There are a significant number of policies and legislative documents impacting on the work of the postholder and the operation of the school. Dependant on the relevancy, the knowledge of the postholder will range from possessing a basic understanding, to that of a full and detailed understanding of the following:

* The Children’s Act
* Child Protection
* Health and Safety
* Employment Protection Rights Act
* Data Protection Act
* Freedom of Information Act
* Health and safety legislation
* Marketing legislation

**Signatures:**

| **Job Description agreed by:** | |
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|  |  |
| **Line/Originating Manager:** | **Date** |
| **------------------------------------------------------------** | **-------------------------------------** |
|  |  |
| **Job Holder** | **Date** |
| **------------------------------------------------------------** | **-------------------------------------** |
|  |  |
| **Executive Headteacher** | **Date** |
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