

## Mill Green School

### JOB DESCRIPTION

**Name:**

**Post:**

**Scale:**

**Responsible to:**

**Finance Manager**

**NJC SCP 22-25**

**37 hours per week, full time**

**Business Manager**

#### **Purpose of the Post:**

To operate, maintain, improve and develop the operational, administrative and financial procedures and systems of the college, providing an efficient and effective support service and ensuring that legal and procedural requirements relating to the financial management of the college are met.

To maximise efficiency in use of financial resources including ensuring value for money is achieved, budgets are effectively monitored, procedures are correctly followed and benchmarking exercises are undertaken.

#### **Specific Responsibilities:**

##### Strategic Duties

- Manage the school's accounting system, ensuring efficient operation in accordance with the agreed procedures including Financial Procedures Manual, Internal Financial Regulations and St Helens Council Contract Procedures Rules.
- Supervision of efficient financial processes and procedures in line with the College's Financial Procedures Manual, Internal Financial Regulations and St Helens Council Contract Procedures Rules
- Contribute to budget planning in consultation with the Senior Leadership and Management Team (SLMT) and School Business Manager (SBM)
- Assist the Business Manager in preparing and maintaining the College's 3 year budget plan, in liaison with College's LA Finance Officer.
- Monitor and actively develop effective systems of financial accountability and control.
- Responsible for advising staff on the College's/Council's financial regulations.
- Assist the Business Manager in benchmarking exercises and option appraisal.
- Responsible for the production of School fund accounts to audit stage including year end income and expenditure statements and presentation of accounts to Governors' Finance, Personnel and Salary Committee.
- Responsible for completion of annual Inland Revenue tax forms where relevant for the following accounts: School Fund, Prize Fund, Centenary Fund, Jubilee Fund, Pilkington/Bate Prize Fund.
- Monitor accounting procedures and resolve problems, including purchase ledger, sales ledger, bank account, FIS budget monitoring and VAT returns.

- Monitor income and expenditure against budget and report any variances across all cost centres to the School Business Manager (SBM).
- Prepare financial reports for the SBM, SLMT, and governors.
- Liaise with budget holders regarding financial matters including monthly production of management accounts to enable effective monitoring of expenditure and income.
- Liaise with auditors regarding preparation and audit of both School Budget and School Fund annual accounts.
- Deputise for the SBM as appropriate.

#### Monthly Duties

- Responsible for production and submission of monthly VAT returns to the LA.
- Responsible for production and submission of monthly bank reconciliation to the LA.
- Responsible for ensuring the monthly reconciliation of FIS to FMS is timely, accurate and balanced.
- Responsible for preparation and production of miscellaneous monthly invoices for lettings, minibuses, teacher release vouchers etc.
- Responsible for liaison with lettees and administration relating to letting of college facilities, including dealing with enquiries, ensuring annual agreement forms are completed, notification to clients of unavailability of venues.
- Assist the Facilities Manager in keeping up to date records relating to utilities, rental contracts etc and assist in the management, monitoring and evaluation of expenditure in relation to these.

#### Daily Duties

- Manage day to day financial transactions in respect of the College's main account and School Fund accounts, e.g. placing orders, paying invoices, receipting income, banking income and entering onto the college's financial information system (FMS).
- Responsible for procurement of all goods to ensure best value and in line with Internal Financial Regulations and Council Contract Procedures Rules.
- Responsible for the withdrawal, expenditure and administration of both petty cash funds within college.
- Responsible for administration relating to booking of coaches, including booking of additional transport as necessary.
- Responsible for ensuring appropriate financial records are kept for audit purposes by staff when organising off-site visits.

To participate in all aspects of training and development.

To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's/College's Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy/legal requirements.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

This post is subject to Enhanced Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Date prepared:                      September 2018

Signed \_\_\_\_\_ Date: \_\_\_\_\_