



# The Sisters of the Sacred Hearts of Jesus and Mary

## Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



| <b><u>JOB PROFILE</u></b>   |  |
|---|--|
| Job Title   | Finance Manager  |
| Reports To  | Principal  |
| Grade   | Grade 8  |
| Job Purpose   | <ul style="list-style-type: none"><li>• To take specific responsibility for Financial and Payroll Management functions of the school.</li><li>• To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available, which includes responsibility for marketing and income generation.</li><li>• To provide vision and professional leadership for the operation and strategic delivery of finance services and resources within the school in order to deliver enhanced effectiveness, improvement and success.</li><li>• Be key to operational and strategic management of service delivery.</li><li>• Review and contribute to the preparation of the finance sections of the 3year development plan.</li><li>• To work collaboratively with the Principal, Senior Leadership Team and Governing Body in School Improvement Planning and delivery and act as a 'bridge' to facilitate closer working relationships between teaching, education support staff, admin and auxiliary staff.</li></ul> |
| <b><u>JOB DESCRIPTION</u></b>   |  |
| <b><u>General Requirements</u></b>  |  |
| <ul style="list-style-type: none"><li>• To actively promote the school's aims, ethos and objectives.</li><li>• To establish excellent working relationships with all stake holders, providers and external agencies.</li><li>• Planning, management and delivery of effective financial services, functions and systems that support excellence in teaching and learning.</li></ul> |  |



- Sound financial planning, analysis, management and control, linked to the school development plans.
- Ensure Best Value through procurement and contract monitoring and management.
- Direct line management responsibility where appropriate.
- Responsibility for asset management.
- Leadership on development and delivery of the financial areas of the School Improvement Plan.
- Provide financial guidance in relation to specific events and projects as directed by the Principal.
- Assist the Principal with strategic financial planning and evaluation.
- Support for the governance process by reporting and being accountable to Governors.
- To provide leadership and guidance for finance staff, including direct line management responsibility and other associate staff as required.

### **Main Duties and Responsibilities**

- To be responsible for the systems and general management of the school's financial computer network and the implementation of appropriate MIS systems.
- To be responsible for obtaining the necessary licences and permissions and ensuring their relevance to timelines.
- Lead on and co-ordinate the provision of efficient and high-quality support services through a process of monitoring and review.
- Ensure systems are in line with school priorities and meet legislative, local and national requirements.
- Ensure adequate electronic and paper financial management information systems are in place, including effective record management and production of reports and returns.

### **Financial Management**

- To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes oversight of the bank accounts, cash handling, public and private funds.
- In consultation with the Principal, develop a strategy in the preparation of the annual budget and the 3-year budget plan for approval by the Governing Body.
- To monitor the actual budget against expenditure and give notice to the Principal of any significant variations.
- To provide budget details to the Senior Leadership Team (half termly) and to appropriate Governors' meetings throughout the year as directed.
- Monitoring of salary payments ensuring that the required returns are completed to deadlines e.g. super-annuation, taxation and NI.
- To complete monthly bank reconciliation and payroll returns.
- To complete the annual returns required by the agencies such as TPA (Pensions), HM Revenue and Customs (Income Tax, NI and VAT), LA (rates)
- Implement the approved insurance and handling any claims that arise.
- To be responsible for preparation of bids in respect of grant applications.
- To prepare all the documentation necessary for the annual audit and submit final accounts to the Trustees.



- Monitor the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with financial regulations to ensure that the school receives value for money.
- To ensure the Asset Register is updated and maintained

#### **Income Generation**

- Research and secure Department for Education grant funding for the school to support teaching and learning.
- Monitor the use of Department for Education grant funding and provide termly and annual academic year reports on expenditure.
- Be responsible for annual review of student fees advising the Principal when consultations with Local Authorities should take place.
- Lead on provision mapping to inform the review of student fees.
- Implement, lead and develop a Fundraising Committee working with external partnerships and the local community to raise funds for the school.
- Work alongside the Principal and Operations Manager advising on appropriate fee schedules when external groups use the school facilities.
- Oversee the student Free School Meal applications.
- Ensure Bursary applications are sent to relevant student groups and allocated funds are monitored and spent appropriately.
- Be responsible for the school ParentPay account ensuring updates are actioned on the system.
- Monitor student and staff ParentPay accounts ensuring catering balances cleared each half term.
- Add voluntary contribution information to student ParentPay accounts when school trips are arranged.

#### **Best Value**

- Ensure school financial standing orders are adhered to and review school systems to ensure value for money and cost effectiveness.
- Regularly review purchasing and contract arrangements to ensure best value and provide advice on insourcing and outsourcing arrangements.
- Specification and management of service contracts.
- Review products purchased by the school ensuring costs are not higher when goods are purchased e.g. school uniform, staff/student lunches.
- Report to the Principal appropriately on the above.

#### **Planning and Management of Services**

- To be responsible for obtaining the necessary licences and permissions and ensuring their relevance to timelines.
- Lead on the monitoring, planning, development and management of school assets including drawing up and monitoring of development plans.
- Oversee the school's insurances ensuring relevant policies are in place and where necessary information shared with relevant staff.
- Liaise with the Principal and Operations Manager to ensure completion of documentation in relation to insurance claims where damage to property or personal injury has arisen.



### **Responsibility**

- To maintain confidentiality at all times. Some information will be of a sensitive nature, some will be covered by GDPR.
- To perform duties with minimal reference to the Principal and to agreed timetables and deadlines.
- To work according to the financial regulations and guidelines laid down by the school and their accountants.

### **General**

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the operations of the school as directed by the Principal.

### **Decision Making**

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to the Principal and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively – especially when dealing with personnel finances.

### **Responsibility**

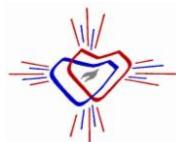
- Meet deadlines and bring appropriate matters to the attention of the Principal.
- Bring matters of concern relating to pre-determined deadlines to the attention of the Principal where necessary.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

*We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.*

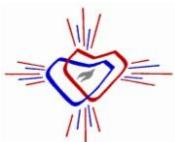


***The Post Holder is expected to uphold the Christian ethos of the school.***

**Postholder Name:** \_\_\_\_\_

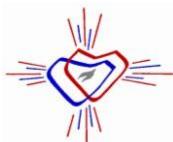
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PERSON SPECIFICATION

| Criteria                                  |   | Essential | Desirable |
|---|---|-----------|-----------|
| <b><u>Qualifications and Training</u></b> | Education to a degree level or equivalent.  | ✓         |           |
|   | Financial Management qualification.   | ✓         |           |
|   | Previous significant experience of managing finance and personnel in an office environment. | ✓         |           |
|   | Evidence of continuing professional development in relation to a strategic post.            | ✓         |           |
| <b><u>Knowledge and Experience</u></b>    | Proven track record in Business Improvement   | ✓         |           |
|   | Proven leadership and management experience in a school or relevant field.                  | ✓         |           |
|   | Extensive strategic financial management, monitoring and planning.                          | ✓         |           |
|   | Experience of using Sage and school management information systems such as Arbor.           | ✓         |           |
|   | Involvement in school self-evaluation and improvement planning.                             | ✓         |           |
|   | Experience of successful management and leadership of diverse teams.                        | ✓         |           |
| <b><u>Skills and Abilities</u></b>        | Previous experience of working in a school environment.                                     |           | ✓         |
|   | Excellent written and verbal communication skills with attention to detail.                 | ✓         |           |
|   | Excellent analytical skills.  | ✓         |           |
|   | Ability to lead and also to work as part of a team.   | ✓         |           |
|   | Ability to build effective working relationships with staff and other stakeholders.         | ✓         |           |
|   | Ability to communicate a vision and inspire others.   | ✓         |           |
|   | Effective communication and interpersonal skills with both students and staff.              | ✓         |           |
|   | Ability to use initiative, prioritise, meet deadlines.                                      | ✓         |           |
|   | Ability to work under pressure and prioritise effectively.                                  | ✓         |           |
|   | Energetic, committed, enthusiastic and a flexible approach to working.                      | ✓         |           |



|                            |   |   |  |
|----------------------------|---|---|--|
|                            | Willingness to undertake extended and variable working hours including offsite, out of hours meetings and events when required.             | ✓ |  |
| <b>Personal Attributes</b> | Commitment to promoting the ethos and values of the school and getting the best outcomes for all students.                                  | ✓ |  |
|                            | Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. | ✓ |  |
|                            | Commitment to maintaining confidentiality at all times.   | ✓ |  |
|                            | Honesty and integrity.  | ✓ |  |
|                            | Commitment to safeguarding and equality.  | ✓ |  |