



**Stronger  
Together**

## **Finance and Facilities Manager (GR4A)**

### **JOB DESCRIPTION**

#### ***Queensbridge School***

*Queensbridge Road, Moseley, Birmingham B13 8QB*

#### **WORKING HOURS**

36.5 hours per week (TTO plus 2 weeks)

#### **PURPOSE**

1. To prepare and monitor school budgets and forecasts.
2. To work with the School Business Manager with the strategic planning of the School finances to ensure that the school maximises the resources available and secure value for money for resourcing, goods and services it procures.
3. To lead on regulatory and financial compliances as well as ensuring tight budgetary controls and reporting are met.
4. To lead on all matters Health and Safety.
5. To work with the site team to manage the school estate.

#### **DUTIES AND RESPONSIBILITIES**

##### **Finance**

1. Prepare the school's annual budget and review and update as necessary.
2. Monitor income and expenditure in relation to the school's budget, and produce monthly budget monitor reports for the School Business Manager.
3. Provide financial information, advice and guidance to budget holders and others, as appropriate, and manage expenditure within an agreed budget.

4. Prepare and update 4 year forecasts and accurate cashflows.
5. To proactively look for additional sources of funding including for CAPEX projects.
6. Maintain and oversee all bank accounts including the school business charge card, including producing monthly reconciliations for review by the School Business Manager.
7. Ensure the schools financial procedures manual is reviewed and updated as necessary and the School's Financial Value Standard is maintained as per DfE requirements.
8. Produce the school's Financial Management Risk Self-Assessment.
9. Produce school benchmarking reports and ensure findings are acted upon.
10. To provide proactive and efficient finance management to the School, including but not limited to, the following areas:
  - Preparing BACS payments
  - Preparing manual cheques
  - Month end procedures
  - Preparation of management accounts
  - Journals for income, SBS, pupil premium, VAT income etc
  - Bank reconciliations
  - VAT claim
  - Month end journals
  - Management accounts (includes graphs and KPI's)
  - Assisting with the presentation of financial information to the Governing Body and the Senior Leadership Team
  - Purchase ledger control and processing (following correct controls, monitor progress of orders, deal with all queries, check/process invoices/large expenses for payment and produce cheques as required)
11. Undertake validation of Payroll and produce necessary reports e.g. expenditure vs budget – liaising with the payroll provider where required.
12. Scrutinise, in conjunction with the nominated staff members, and attend to the payment of invoices and statements of account.
13. Ensure accurate VAT accounting and payment.
14. To produce invoices for lettings, projects, one-off costs as required.
15. Analyse and evaluate data/information and produce reports/information/data as required to the School Business Manager
16. Ensure safekeeping of monies received, security of cheques or financial resources, monthly reconciliation of bank accounts on a computerised system and income monitoring/processing.
17. Ensure all trips are fully accounted for and reconciled on a timely basis.
18. Organising tendering for goods and services and ensuring the best value is obtained
19. Make recommendations to the School Business Manager regarding day-to-day decisions about financial matters, within the parameters

of the School's Financial Regulations, and to negotiate between competing claims for resources.

20. Prepare papers for governors including FGB, Strategy Committee and any other papers as and when required.
21. Managing the school and staff fund and other school accounts, including arranging the annual audit of the fund.
22. Manage and oversee the work of the Finance Assistant.
23. Be proactive in own professional development.

### **Contracts and Assets**

1. To manage and co-ordinate contract compliance and leasing.
2. To manage, maintain and co-ordinate the contracts register, ensuring contract renewal and termination dates are flagged to key personnel for review etc
3. To oversee the School's asset register, ensuring that it is maintained, and up to date at all times.

### **Auditing and Compliance**

1. Promptly highlight any anomalies or areas of concern to the School Business Manager
2. To lead on internal and external audits
3. To ensure that the School financial procedures are regulatory and financially compliant, and the financial manual and procedures are reviewed on an annual basis or as per legislative changes.
4. To promote best practice and ensuring compliance with the financial processes and procedures as set out in School policy
5. Develop and maintain sound principles of financial practice.
6. To ensure that the School's financial policies are communicated and adhered to.

### **Lettings**

1. Encouraging use of the site and lettings of school facilities
2. Maximising income from lettings
3. Managing service to users of the school facilities, in collaboration with the Site Manager
4. To organise and induct lettings/service users when required, including informing them of their responsibilities when on site and checking their ID and DBS etc.

### **Facilities**

1. To lead on all matters Health and Safety.
2. Ensure that the School's written health and safety policy is clearly communicated and available to all people.
3. Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to Senior Leadership Team and Governors.

4. Ensure fire procedures and all aspects of health and safety training are kept up to date..
5. Support the School Business Manager and the Site Manager in negotiation and monitoring of contracts.
6. Support the School Business Manager and the Site Manager in preparation for major site works.

### **Support for the school**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos, work, aims and values of the School
3. Attend and participate in regular meetings.
4. Participate in training and other learning activities and use these to advise and support others .
5. General Administration for the School Business Manager.
6. Manage and maintain the training record for all mandatory training taken place by staff members.
7. Deputising for the School Business Manager on finance and facilities issues including Governing Body Meetings as requested.
8. Other duties from time to time by the post holder with the School Business Manager.

### **Safeguarding**

1. Undertake regular safeguarding training as required.
2. Ensure accurate and detailed recording keeping on SIMS for incidents.
3. Record safeguarding concerns on My Concern

### **General**

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

**Responsible to:** School Business Manager  
**Responsible for:** Finance Assistant

## Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) – without which candidate would be rejected

Desirable (D) – useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes of the person specification are measured in a variety of methods -  
How measured – *A = Application form, I = Interview, R = Reference, Q = Proof of Qualification or evidence of relevant recent experience.*

Attributes	Essential	How measured	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>A professional qualification in finance, or a related field</li> </ul>	<p>Q</p> <p>Q, A, I</p>	<ul style="list-style-type: none"> <li>Degree level of education</li> <li>First Aid Trained</li> <li>Fire Marshall Trained</li> </ul>	<p>Q</p> <p>Q</p> <p>Q</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a finance role, preferably in an educational setting</li> <li>Line management experience and leadership skills</li> <li>Previous experience of the preparation and management of budgets, and strategic forecasting</li> </ul>	<p>A, I</p>	<ul style="list-style-type: none"> <li>Working with children or young people</li> <li>Working in a school environment or other educational setting</li> </ul>	<p>A, I, R</p> <p>A, I, R</p>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, students, and external agencies</li> <li>Excellent literacy and numeracy skills</li> <li>Excellent organisational skills</li> <li>Ability to build effective working relationships with pupils and adults, working collaboratively to</li> </ul>	<p>I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>	<ul style="list-style-type: none"> <li>Strong understanding and working knowledge of public sector funding</li> <li>Knowledge of data protection and confidentiality requirements</li> <li>Ability to use initiative and resolve issues through to completion</li> <li>Previous experience of writing financial and funding bids</li> <li>Knowledge of Health and Safety and Facilities management</li> </ul>	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A,I,R</p>

	<p>provide an effective and efficient finance and facilities service to the whole school</p> <ul style="list-style-type: none"> <li>• Active listening skills</li> <li>• Competent use of IT packages including word processing, spreadsheets and school MIS systems</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• A proactive and solution-orientated approach to financial challenges within the public sector</li> <li>• Meticulous record keeping</li> </ul>	<p>I A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p>		
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• The ability to remain calm in stressful situations and demonstrate resilience and support staff with the above</li> <li>• Strong decision-making abilities, especially under pressure</li> <li>• Attention to detail and a commitment to upholding the highest standards of safeguarding</li> <li>• Enthusiasm for working with children and young people</li> <li>• Ability to use initiative and flexibility in recognition of the fact that schools are busy and dynamic institutions</li> <li>• Sensitivity and understanding, to build good relationships with pupils</li> <li>• A commitment to getting the best outcomes and</li> </ul>	<p>I,R</p> <p>I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>I</p> <p>I, R</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Demonstrate suitability to work with children and this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline</li> <li>• Understand the underlying reasons for challenging behaviour/distress and be able to communicate this to staff</li> </ul>	<p>A, I, R</p> <p>I</p>

	<p>promoting the ethos and values of the school</p> <ul style="list-style-type: none"> <li>• Compassion and empathy when dealing with sensitive issues</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupils' wellbeing and equality</li> <li>• Positive, forward looking and enthusiastic about making a difference</li> </ul>	<p>I, R</p> <p>A, R</p> <p>A, I</p> <p>A, I, R</p>		
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We will consider any reasonable adjustment under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post