

## **Job Description: Finance Manager**

### **Role Overview**

The Finance and Administration Officer is responsible for the day-to-day financial administration of the school, ensuring accurate processing of transactions, income allocation, invoicing, reconciliations, and financial reporting. The role supports the effective management of school finances, including nursery and catering operations, procurement processes, and stakeholder communications, while maintaining compliance with local authority financial procedures and deadlines.

### **Key Responsibilities**

#### **Financial Transaction Processing**

- Process supplier invoices and credit notes within the financial management system (TechOne), ensuring all supporting documentation is attached and accurately recorded.
- Process procurement card expenditure and maintain appropriate records.
- Set up new suppliers on the financial system following completion of the required documentation.
- Process monthly charging of catering income from external contracts
- Process income allocations and remittances, ensuring income is correctly coded and allocated within TechOne.

#### **Budget Monitoring and Financial Control**

- Review outstanding commitments to ensure accuracy and completeness.
- Support the preparation and maintenance of annual budgets.
- Update and maintain budget tracking spreadsheets for departmental managers.

#### **Financial Reporting and Reconciliations**

- Produce procurement card expenditure reports for management approval.
- Complete reconciliations, including imprest and petty cash accounts where applicable.
- Review and reconcile school meals income and recharge arrangements.

#### **Purchasing and Procurement**

- Process purchase requests and ensure expenditure is within approved budgets and financial regulations.

- Conduct financial checks and budget verification prior to approving purchases.
- Support the management and renewal of Service Level Agreements (SLAs).

### **Administration and Communication**

- Monitor and respond to finance-related emails and electronic messaging systems.
- Liaise with local authority finance teams regarding income allocations and financial transactions.
- Maintain financial records and documentation in accordance with audit and compliance requirements.
- Review finance documentation and maintain accurate filing systems.
- Provide financial information and support to school leaders, governors, and budget holders as required.

### **Skills and Experience**

- Experience of financial administration, bookkeeping, or school finance.
- Knowledge of budget monitoring, invoicing, reconciliations, and financial reporting.
- Strong numerical and analytical skills with excellent attention to detail.
- Experience using financial management systems (e.g., TechOne or similar) and Microsoft Excel.
- Ability to manage multiple deadlines and prioritise workloads effectively.
- Strong communication and organisational skills.
- Experience of working within education, local government, or public sector finance environments is desirable.

### **Key Attributes**

- High level of accuracy and attention to detail.
- Ability to work independently and manage competing priorities.
- Strong problem-solving and investigative skills.
- Commitment to confidentiality and professional integrity.
- Collaborative approach with the ability to build positive working relationships with colleagues and external stakeholders.