



ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Headteacher: Mrs E Loveland

Job Description

Post	Director of Finance and Resources
Salary	£52,000 to £68,000
Accountable to	Headteacher and Governing Body
Line Manager	Headteacher
Accountable for	The overall management of the schools financial, personnel, business management, lettings, administrative, premises, IT, cleaning and catering services
Important Functional relationships	Headteacher & Strategic Leadership Team Subject Team members Key Stage Achievement Leaders Students & Parents Other Teaching & Support colleagues LEA and external agencies as appropriate

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

Core Purpose/Role requirement

Ideally you will be a Qualified Accountant ACCA/CIMA and have:

- Recognised management/business degree or professional qualification/s and/or significant experience in field.
- Evidence of finance, business or administrative management experience to support the day to day operation of a company/school within financial constraints.
- Experience of managing strategic financial plans and influencing decision making.
- Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets.
- Experience of managing change and implementing new systems/ procedures/controls.
- Experience of leading a team.

The Director of Finance & Resources is a member of the Senior Leadership Team (SLT) and is responsible for:

The overall management of the schools financial, personnel, business management, lettings, administrative, premises, IT, cleaning and catering services. This includes the development and effective operation of systems and services within these areas and their compliance with national and local legislation, guidelines and requirements.

- Organising and managing the schools finance, including that of its extended facilities, administering payroll and pension related functions.
- Providing professional leadership and management of support staff, to enhance their effectiveness in order to raise standards and achievement.
- Promoting the highest standards of business ethos and strategically ensuring the most effective use of resources in support of the schools development plan.
- Assisting the board of governors, the Headteacher and SLT in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of strategic and resource plans.
- Advising on compliance with legislation and guidance including safeguarding requirements, employment law, pay and pension issues, health and safety.
- Overseeing arrangements for audits and ensuring that the schools records and administration are carried out in accordance with requirements, and advising governors as necessary.
- The line management of a number of staff falling under this post holder's remit including their induction, training and appraisal.

Current line managed staff:

- Head's Office: **Head's P A/Admission Officer** and other administrative support including reception, repro. PA to SLT and welfare/ attendance officer's x 2
- Finance: **Finance Officer** and P/t Finance assistant
- IT: **Network Manager** and Assistant Network Manager plus St Anne's Alumni post
- Premises: **Premises Manager**, 2 site officer and 1 assistant site officer

Key Finance and accounting Responsibilities

- Prepare the school's annual budget and submit it to the governing body for approval.
- Monitor income and expenditure in relation to the schools budget, and produce monthly reports for the Headteacher and the relevant governors' sub-committee/s.
- Identify and inform the Headteacher and governors of significant variances to budget, outlining reasons and options available for corrective action.
- Advise the Headteacher and governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that indicates trends and requirements of the schools development plan and shall forecast future years' budgets.
- Maximise income and sponsorship generation opportunities including appropriate investments, the preparation and submission of applications and bids, and fundraising.
- Manage the schools Governors Fund.
- Manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors.
- Keep all accounts and prepare income and expenditure reports in accordance with the LA expectations, and prepare accounts for submission to the schools external auditors.
- Maintain and oversee all bank accounts including the schools credit card/s, ensuring completion of monthly reconciliations and reporting banking errors to the Headteacher and relevant governors' sub-committee.
- VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- Completion of the school's payroll, and ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted to the LAs payroll department within required deadlines.

EXPECTATIONS OF ALL STAFF (Teaching & Support)

Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.

Remember your duty of care for all the students in the library and around the buildings.

Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute. Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.

Deal with enquiries efficiently and sensitively.

Ensure absolute confidentiality in all matters relating to the students, staff and school business.

The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.

Report child protection (CP) concerns immediately to the named CP person(s).

Attend and participate in relevant meetings, training, performance development and other activities as required.

SAFEGUARDING (CHILD PROTECTION)

St. Anne's is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

NOTE

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.

I am in agreement with this Job Description

Signature of Post Holder

Date

Signature of Headteacher

Date