



JOB DESCRIPTION

Position Title:	Finance Manager	Date Prepared:	June 2025
Directorate:	Belmont Park School	Post number:	
Department:	Finance	Grade:	PO3
Location:	Belmont Park School		

JOB PURPOSE

To promote the highest standard of business practice, providing the overall strategic and operational leadership and management of Belmont Park School finances and other core business services. This role involves working with the School's Headteacher in their duty to ensure that the school meets their educational aims.

The Finance Manager is responsible for the strategic development of all business, financial, administrative, facilities and operational aspects of the school; playing a pivotal role in ensuring Belmont Park School provides an excellent education. The Finance manager promotes the highest standards of the School's aims, objectives and ethos.

The Finance manager is responsible for:

The operational aspects of Financial Resource Management, Management Information and IT, Payroll, Facility & Property Management and Health & Safety Management of the School.

Establishing good working relationships with all stakeholders.

The training and development needs of the business team.

Line manager for:

Site Supervisor

GENERIC PRINCIPAL ACCOUNTABILITIES



1.1 To have overall responsibility for management of all financial matters, including strategic planning with the Headteacher, reporting, budgeting, systems and controls. Provide accurate finance data, with the ability to provide secure future projections to enable budget planning and development. He/she will be able to assess risk and suggest ways of reducing exposure.

1.2 To have overall responsibility for other core business services including IT, premises, catering, lettings and administration in order to facilitate creating an outstanding educational environment for the pupils.

1.3 To support the development of business interests, including but not limited to securing contacts/SLAs, debt recovery and accurate costing. Be eager to source additional income, e.g. grants, apprentices and to generate additional income by selling services.

1.4 To have overall responsibility for the line management site staff

1.5 *To ensure that the administrative support for school governance is carried out to a high standard.*

1.6 To work with integrity and honesty working, 'by the book', in all statutory areas. Have the confidence to challenge the Leadership team and governors when necessary.

1.7 To promote the school's ethos and support ~~Federation~~ School's initiatives and policies.

Leadership & Strategy

2.1 To promote the highest standards of business practice within the administrative and business functions of the school.

2.2 To support strategic planning by providing accurate budget projections for the current year as well as future years based on best possible use of all available resources and informed by up to date knowledge of local authority and government policies.

2.3 To identify, explore and secure external funding for the school

2.4 To provide accurate business reports to the Headteachers and Governors, attending leadership team and governing body meetings where appropriate.



2.5 To support the Headteacher in maintenance and development of the School's policies to ensure effective management of the schools and full compliance with all necessary legislation.

2.6 To continually enhance the reputation of the School within the borough and beyond by building sound networks and developing effective relationships with all stakeholders.

2.7 To be a model of professionalism and probity, challenging behaviours which might expose the federation to financial or other risk.

Finance and Resource Management

3.1 To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in strictly accordance with the financial regulations. This includes: maintaining a strategic financial plan, oversight of the bank accounts, VAT accounting, cash handling, public and private funds.

3.2 To write bids for funding as required by LA/ DfE

3.3 Annually review and maintain a system of internal financial controls in accordance with the financial regulations and standing orders policy.

3.4 Formulate short (one year) and long term (three to five year) budget projections for strategic purposes with a high degree of accuracy:-

3.5 To submit the approved budget to the DfE and LA as necessary and within the required timescales.

3.6 Ensure that any formal finance agreements meet statutory regulations, with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.

3.7 Produce a monthly cash flow forecast with projected outturn figures for the Head and Governors and to highlight any variances or actions required.

3.8 Propose revisions to the budget if necessary, in response to significant or unforeseen developments.

3.9 To provide budget reports to the Leadership Team and to appropriate Governors' meetings throughout the year.

3.10 Plan and manage finance and resources in accordance with the school improvement plan.

3.11 Reconcile monthly salaries and additional hours pay claims in co-ordination with external payroll provider and address any variances before the final payroll run.



3.12 To be responsible for raising orders, invoices and completing cheque/ BACs runs in accordance with the school's financial regulations and standing orders policy.

3.13 To be responsible for timely banking of all school monies and electronic payments.

3.14 Ensure cash collections preparation is completed in line with the collection schedule.

3.15 Ensure monthly bank and credit card reconciliations are completed in line with the financial regulations and standing orders policy.

3.16 Report any financial decisions or implications that require chairs action with a follow up report to the appropriate committee.

3.17 To seek professional advice on insurance and advising the Local Advisory Body the Headteacher-on appropriate insurance for the school. Ensure that the Schools' insurance is up-to-date and implement the approved insurance and handling any claims that arise.

3.18 To raise invoices for monies owed to the school and monitor debtor accounts.

3.19 To prepare and submit quarterly financial returns as required by the LA/ DfEin the designated timescale.

3.20 To prepare all the documentation necessary for the auditors as required and submit financial reports to the appropriate bodies.

3.21 Monitoring the quality of goods and services; seek out new suppliers and organise tendering processes in accordance with financial regulation and the appropriate body to ensure that the school receives value for money.

3.22 To maintain an Assets Register and the Register of Business Interests.

3.23 Safe key holder.

3.24 Benchmark systems and information to assess trends and make appropriate recommendations.

3.25 To ensure the requirements of the Financial Management Standards in Schools are met and maintained.

Human Resource Management

4.1 Manage the payroll and HR contract services for all school staff, including the management of pension schemes and associated services.

4.2 To ensure completion of the electronic monthly timesheets for staff and supply of Schools.



4.3 To give advice to governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

4.4 Produce annual salary assessments in line with the school's pay policy.

4.5 To maintain confidential staff records held in the school by others are kept confidential.

4.6 Keep up-to-date with all relevant changes in employment law or other statutory requirements put in place by the local authorities or national government.

Premises/Health & Safety

5.1 Act as the school's Health & Safety Co-ordinator, ensuring that all Health and Safety legislation, policies and procedures are strictly adhered to, and Fire manager and to produce and keep the Critical Incident Plan.

5.2 To take lead responsibility for the maintenance of the school site and the buildings, including their maintenance, security, development, furnishing, the preparation of maintenance schedules and the efficient operation of all facilities on the property.

5.3 In co-operation with the fire service or accredited agencies take lead responsibility for the installation and maintenance of equipment for protection against and escape from fire. To monitor the record keeping of regular fire practices and alarm tests, initiating if required. Review fire evacuation procedures annually and training schedules for fire marshals.

5.4 To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school, mitigate these through the process of risk assessment.

5.5 To take lead responsibility, liaising with the Headteachers and Site managers, for the security of each of the school sites.

5.6 To take lead responsibility for and monitoring the upkeep of gardens, playgrounds, boundaries, footpaths, roads and rights of way, the purchase, repair and maintain all furniture and fittings.

5.7 To be responsible for overseeing the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.

5.8 To complete an up to date risk register to establish hazards within the school and the associated risk involved, ensure that risk assessments of such hazards up-to-date.

5.9 To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility.



5.10 Meet with all external agencies, delivering services to the School and to deal with all aspects of tendering and procurement in accordance with the financial regulations and purchase orders policy.

5.11 To work with the Headteachers and Site manager in overseeing the quality of work of contractors and cleaning staff and arrange for estimates for work, reporting to Governors as appropriate.

5.12 Work in collaboration with Headteachers and Governors, preparing all paperwork, in respect of EFA Capital and other bids.

5.13 To manage and drive the income from Schools facilities and any other revenue sources, including extended activities with particular reference to the local community.

5.14 Liaise with the Local Authority in connection with the management, asset plan information and development of the school premises.

5.15 Pursue methods of energy conservation and to monitor utility use over time.

5.16 Compile and implement plans for routine maintenance and for the development and improvement of school facilities and buildings, in conjunction with the Headteachers and Governors.

5.17 To report to the Headteachers and the Governing Body on the premises issues and make recommendations on the spending on repairs and any capital works.

5.18 To ensure that First Aid requirements are in place for staff and pupils safety. To take the lead responsibility by monitoring that the Schools within the Federation are keeping an up-to-date registers of First Aid treatments, accident logs and training of First Aiders.

5.19 To make arrangements for appropriate health and safety training to take place.

5.20 To ensure the catering provision is of a high quality and offers value for money, this includes the quality of meals, hospitably and overall service.

Other duties and accountabilities

6.1 To promote quality and equality within the school and in the delivery of the Federation's educational services.

6.2 To ensure that the school complies with Data Protection, GDPR, Copyright and Freedom of Information legislation. Be aware of and comply with policies and procedures relating to pupil protection, health and safety and security, confidentiality and data protection.

6.3 Ensure all duties and services provided are in accordance and compliance with responsibilities as laid out in the school's Equal Opportunity Policy and take an active role in promoting equality and diversity.



6.4 Undertake such other duties as reasonably correspond to the general character of the post and commensurate with the Leadership Team, including attending meetings and public events as required by the Head.

6.5 Participate in Quality Assurance and Performance Management procedures.

6.6 Support school events, as appropriate.

6.7 Prepare information for publications and returns for the DfE, and other agencies and stakeholders within statutory guidelines, including the school census and the school workforce census.

6.8 To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines.

6.9 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

6.10 To share the Local Advisory Body's commitment to safeguarding and promoting the welfare of children and young people.

6.11 Promote the school to different audiences and raise the profile within the local community.

6.12 Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

6.13 Identified potential funding opportunities, agencies, government initiatives etc and ensured income generation from both diverse and obvious sources.

6.14 Proactively implement the school's policies and procedures, ensuring confidentiality of records and maintained information.

6.15 Liaised with all external services and providers in regard to financial processes.

6.16 Understand and actively promote the Groups Customer Service Policy, ensuring the needs of our customers and stake holders are considered at all times to enable the Group to meet its customer satisfaction targets.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the School.

ADDITIONAL INFORMATION

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore you will be restricted from political activity. In some cases it is possible to gain exemption for this provision.



This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced/Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offences(s). Belmont Park School expects all staff to sign an annual self-declaration regarding any update information that would be relevant to a DBS; issues relating to any active investigation or potential criminal charges. Safeguarding is an operational culture that is essential at every point within the organisation. Belmont Park School expects all its employees to have a full commitment to our Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of Belmont Park School and the Local Authority.

PERSON SPECIFICATION

Position Title:	Finance Manager	Date Prepared:	June 2025
Directorate:	Belmont Park School	Post number:	
Department:	Business Manager	Grade:	PO3 tbc
Location:	TBC		

Person Specification	Essential	Desirable
Qualifications		
1. GCSE (or equivalent) – English and Maths minimum Grade C.	✓	
2. Finance Qualification or similar accreditation.	✓	
3. Ability to work with numbers to a high degree of accuracy.	✓	
4. Experience of work as a School Business Manager in a school or similar organisation.	✓	
Knowledge & Experience		
5. Financial knowledge and experience in ensuring excellent financial management, planning and forecasting.	✓	



6. Administrative experience including the development, management and operation of administration systems and procedures including audits.	✓	
7. Experience of using reporting systems used in school environments to provide accurate and up-to-date records.	✓	
8. Experience of managing budgets and financial reporting systems and delivering these to the Governing Body and other audiences.	✓	
9. Experience of leadership for different teams, including those not directly supervised throughout the day.	✓	
10. Use of IT including Microsoft Office, also to analyse data.	✓	
11. Experience of handling cash, reporting financial transactions, processing orders for payment.	✓	
12. Working knowledge of Health and Safety Legislation and facilities management.	✓	
13. Experience of working effectively with a wide range of external partners, procurement, contracts and risk assessing.	✓	
14. Experience of adapting to organisational change.	✓	
15. Knowledge of managing personnel procedures, including managing Sickness Absence and Performance Management appraisals.	✓	
16. A secure understanding and commitment to supporting Child Protection and Safeguarding legislation.	✓	
Skills, Abilities and Understanding		
17. Excellent organisational skills, an ability to work under pressure and meet deadlines	✓	
18. An understanding of schools, school office environments, school management issues and the role of the Governing Body.	✓	
19. An excellent communicator, able to use a variety of methods of communication at the highest level and to obtain/share information with a range of audiences.	✓	
20. Ability to work autonomously and priorities day-to-day issues using own initiative whilst being flexible to the needs of the Federation.	✓	
21. Demonstrates a clear commitment to a team approach, including the Executive Leadership Team and the teams they manage.	✓	
22. Ability to deal sensitively with pupils, families, visitors and all other stakeholders.	✓	
23. Ability to respect the need for confidentiality and apply GDPR.	✓	



Other Job Specific Requirements		
24. Demonstrates the highest standards of professionalism in relation to confidentiality and discretion and GDPR.	✓	
25. A commitment to on-going personal development and willingness to undertake appropriate training.	✓	
26. Highly motivated, positive and self-reliant	✓	
27. A strong commitment to the strategic vision and of excellence and high standards of Belmont Park School with evidence of a creative, growth mind-set and innovative approach.	✓	
28. A personal and professional commitment to promote quality, equality and community cohesion within the service and in the provision of services.	✓	
29. Commitment to the council's equal opportunities policy and acceptance of responsibility for its practical application	✓	