**JOB DESCRIPTION**

**JOB TITLE:** Finance Manager (Maternity Cover)

**SALARY:** CVCC Grade E

**HOURS OF WORK:** 35 hours per week over 42 weeks

**Specific role responsibilities;**

Day to day management of finance team to ensure smooth and efficient provision of finance services across the college in accordance with financial regulations and Academies Financial Handbook.

**Key Responsibilities**

**Finance**

Administration of PS Financials ensuring correct accounting periods, nominal accounts and ledgers.

Includes but not limited to:

* Open and close relevant periods and set-up new-year periods.
* Process journals to correct errors when required.
* Undertake month end routines/checks – including reconciliation of all control accounts
* Prepare timely monthly management reports – in conjunction with College manager
* Processing orders/invoices as appropriate.
* Process sales invoices when required

Liaise with Auditors, HRMC and Responsible Officer when necessary and prepare any information required when requested

Maintain VAT records and send VAT returns to HMRC when due.

Process bank transactions and reconcile monthly to statements.

Administration and operation of College on-line payment system ‘Schoolcomms’ including reconciliation of Offsite Visit costings.

Maintain reports within the on-line banking system.

Deal with any queries arising from the bank accounts and correspondence received from the bank.

Assisting staff/suppliers with any finance queries, face to face, telephone or via email systems

Maintain paperwork in accordance with Financial/Statutory Regulations.

Deal with queries relating to IMPACT system (cashless catering)

**Year End**

Prepare and complete year-end returns for Auditors

Ensure all control accounts reconcile and perform closedown of PS Financials at year-end. Input any year-end journal adjustments.

**Line Management**

Annual appraisal of finance team – set/monitor targets

Identify training needs of department

Allocation of tasks as appropriate to ensure provision of service

**Payroll**

Upload payroll BACS payments and ensure authorisation compliance with College finance policy

**General Duties**

You may also be required to undertake any administrative task as directed by the College Manager or additional member of SLT. At times this may sit within another Administrators role. This is to ensure the smooth running of the College at all times.

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management | * Ability to work as part of a team and lead the team forwards * Ability to inspire, support and energise others to achieve a common purpose | * Line management of a team |  |
| Experience | * Working within an accounts environment | * Public related environment * Good understanding of current educational financial regulations. | * Application form. |
| Practical Skills | * Ability to time-manage and prioritise. * Multi-task. * Work to deadlines. * Creative approach to problem solving * Capacity to take responsibility and show initiative |  | * Interview. |
| Communication | * Excellent communication skills. * Confidentiality. |  | * Interview |
| Personal Qualities | * Good interpersonal skills * Accurate * Ability to handle large workloads and prioritise. * Work under pressure. * Flexible. |  | * Application form. * Interview. |
| Strategic Thinking |  | * Good understanding of current educational financial direction. | * Interview. |
| Technology / IT Skills | * Good working knowledge of Microsoft Office. | * Knowledge of SIM’s. * Knowledge of PSF accounting package. * Knowledge of Schoolcomms on-line package. | * Application form * Training |
| Education and Training | * GCSE or equivalent in Maths and English * A level or equivalent * AAT level 3 or equivalent | * AAT level 4 or equivalent | * Application form. * Interview. |
| Equal Opportunities | * CVCC and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties. |  | * Application form. * Interview. |