



## Job Description

<b>Post Title:</b>	School Management Accountant
<b>Location</b>	Bank View School All Sites
<b>Department:</b>	Finance
<b>Grade:</b>	Grade 9
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	N/A

### **Purpose of the post:**

The School Management Accountant will give strategic vision, leadership and management to all aspects of budget and finance. They will assist the Headteacher in achieving objectives identified for the school

The School Management Accountant will lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that the school is fully prepared to meet regulatory financial criteria and support the School Business Manager to ensure that the payroll is administered in accordance with the regulations, and required returns submitted.

The School Management Accountant will have shared budget responsibility for the management of a large budget of £7.5 million plus.

### **Key Duties and Responsibilities**

#### **Leadership and Strategy**

- Provide strategic leadership for the resource and service function, constantly reviewing with department leads budget lines identifying efficiency and ensuring balance of all budgets
- Measurably and significantly lead improvement of year-on-year efficiency and effectiveness of the school's finances.
- Provide financial leadership and support within the school, either via direct line management, or by influence and co-ordinate between all departments to ensure tight and clear-sighted management of all budgets
- Provide strategic financial information for the Headteacher and Governors linked to clear objectives in the schools' development plan
- Maintain an up-to date understanding of relevant financial issues, policies and legislation; and incorporate the implications into the operation of your role
- Lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Ensuring the school make the best possible use of resources through effective strategic planning.
- Attending relevant Senior Management / Leadership Team, Governing Body meetings



- Contributing to strategic decision making within the school's Senior Leadership Team
- Ensuring financial practices adhere to best practice
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Line Management responsibilities.

### **Financial Management & Control**

- Preparation of annual revenue and capital budgets for the school and provision of strategic advice to Headteacher and Governors
- Provide all schedules and information required for year-end audit
- Provide oversight and development of the finance functions of the school
- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed and areas of concern and provide ongoing budgetary information to relevant people
- Evaluation and consulting with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
- Managing the school accounting function, ensuring compliance with the Financial Management Standards in schools
- Preparing all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines
- Develop a business plan (long-term financial strategy) for the future development of the school - forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.

### **Income generation**

- Work with the School Business Manager to manage and grow any letting of the school premises to external organisations, maximising profit for the school, considering all costs and within school guidelines
- Work with the School Business Manager to seek out and generate funding and income opportunities for the school, including bid writing where needed.

### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Monitor and update the risk register

### **Administration Management**

- Support the School Business Manager to oversee the school's payroll provision with the payroll provider and day to day financial running of the school.

The School Management Accountant will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School



Management Accountant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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This job description may be amended at any time in consultation with the postholder.