

## Milton Keynes Council – Role Profile

Role Title: **School Finance**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0763**

Grade: **F**

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### Purpose of job

- To support the Head Teacher and wider management team by the development and maintenance of appropriate and efficient financial systems and procedures within the school.
- To maintain a rigorous oversight of school budgets, accounts, processes and transactions to ensure that financial advice provided to inform management decisions is accurate, up-to-date and in conformance with all relevant internal and external regulations and standards.

### Key Objectives

1	To develop and maintain processes for the secure and accurate management of financial data using specific school systems and standard software packages.
2	To provide timely authoritative financial advice to the head teacher and wider management team in relation to budget setting, best value, procurement, internal and external regulations and, where appropriate, income generation.
3	To ensure that school staff involved in financial matters are competent to carry out their assigned duties and understand the limits of their responsibilities.
4	Assist the Head Teacher and governing body with income generation activities.
5	Take responsibility for the school's financial relationships with external bodies and ensure such functions as reporting, accounts payable and receivable, banking, CFR returns, grant applications, school fund, leasing, special event finances, year-end accounts etc are managed in a timely and professional manner and in conformance with agreed terms and conditions.
6	Where appropriate, liaise with other support staff to ensure school employees are paid in an accurate and timely manner.
7	To assist in non-financial administrative functions when requested by the head teacher.
8	To ensure that any incidental contact between the post holder and pupils, parents or carers enhances the school's reputation for developing excellent relationships and upholds the ethos and standards of the school under the leadership of the head teacher.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and*

*these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### **Scope**

- Responsibility for development of robust and transparent financial and supporting administrative systems throughout the school.
- Budget monitoring for school including school fund, ring-fenced monies and other holdings.
- Responsibility for financial risk assessment and data security.
- Ensuring staff compliance and competence in relation to all financial systems, processes and transactions. May include supervision (but not formal management) of those engaged in financial procedures.

### **Work Profile**

- Accountable to the head teacher and governing body for the accurate and up-to-date management of financial information
- Provision of advice and guidance in relation to budget setting, school financial policies and procedures.

### **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge				Level	Assess by:
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			A	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience			D	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role			E	
<b>Qualifications</b>	Recognised financial/business qualification to minimum NVQ4 level	X			A
<b>Skills / Experience</b>	Experience of financial planning, budget setting and monitoring* and final accounts	X			A/R
	Awareness of the particular financial issues surrounding schools and devolved school budgets.			X	I
Competencies				Level	Assess by:
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area			A	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements			S	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			E	
<b>Planning and organising work</b>	Prioritising work in the light of changing deadlines within the overall horizon of the school year.		X		I,R
<b>Planning capacity and resources</b>	Awareness and management of recurring periods of pressure on staff and other resources.		X		I,R
<b>Influencing and interpersonal skills</b>	Encouraging colleagues and others to adhere to agreed financial procedures.	X			I
	Effective assessment of financial procedures. Identifying and introducing change where appropriate.	X			I,R
<b>Using initiative</b>	Awareness of potential problems and areas of improvement.		X		I
<b>Working independently</b>	Take responsibility for all financial management duties as delegated by the HT or other senior manager.		X		I,R
<b>Managing people</b>	Responsibility for quality and timeliness of admin/financial outputs by support staff.		X		I
<b>Managing resources</b>	Financial management including budget planning, monitoring and statutory reporting.	X			I,R
	Assisting the HT with estate management including liaison with external contractors.		X		I
<b>Managing risk</b>	Awareness of confidentiality issues and adherence to financial regulations.	X			I
<b>Managing oneself</b>	Ability to recognise the potential for personal development		X		R