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## Finance duties

To provide information and advice regarding the school budget to the headteacher and governing body, including:

- Manage the administration of the ISSB including additional grants within the dedicated school grant (DSG). Total budget of £3.5 million.
- Preparation of draft budget plans for the school in SIMS and use of excel 3 year budget planning tool.
- To undertake the financial management of the community time out after school club and liaise with the manager to ensure ½ termly billing to parents.
- To undertake financial management of the commissioned services especially portage service leaps and the sensory support service.
- The preparation and evaluation of medium and long term budget plans.
- The preparation of annual budgets.
- The preparation for budget monitoring statements for the whole school and separate statements for commissioned services and community OOSC. Meet with managers of these services to inform and advise of financial position.
- Oversee and support finance clerk with monthly bank and automatic reconciliation processes.
- The preparation of the annual revision of the school pay review.
- Complete LA returns relating to threshold and NQT funding.
- To advise SMT and governors on projected over or under spending and the options available for varying expenditure.
- Ensure year end accounts and statutory consistent financial reporting (CFR) returns are completed in liaison with the LA financial services team
- To undertake the development and maintenance of all financial procedures and policies, ensuring compliance with all financial regulations and policies on delegated budgets.
- To undertake the management of arrangements to prepare for, evaluate and monitor tenders and quotations received for works and equipment ensuring compliance with contract standing orders.
- To arrange documentation for all service level agreements including premises, off site and balance of risks insurances.
- To arrange documentation for staff absence insurance and oversee the reporting of claims.
- To research the best value of service level agreements and advise the governing body of these.
- Preparation of documents for the new schools financial value standards (SFVS) as per consultation with governors.
- Meet targets set for income generation.
- To manage the financial aspect of school and sports centre lettings.
- To have a major role with income generation, e.g. seeking and preparation of bids for external funding.
- To act as a treasurer to the “parent teacher association” playing a full part in income generation and management along with other members.
- To ensure daily input of income and payments for all school funds and visit accounts.
- To manage the budget for staff training and arrange this in consultation with the AHT.
- Meet targets set for income generation.

## Pupil data

- To complete the annual and termly census return.
- Assist (AHT) assessment with school tracking data and reports
- To assist and co-ordinate administration of the SATs including the strategic deployment of access arrangements

## Personnel and Payroll

- To be responsible for entering all staff contracts, new and change of circumstances into SIMS system (P7). Oversee paperwork to be sent to HR.
- Oversee recording and sending of timesheets to payroll.
- Responsible for annual school workforce census.
- Set up spreadsheets to monitor and record all timesheets.
- Prepare adverts for vacancies.

## Governors

- To attend 4 x 1.5 hr Finance, facility and staffing governing body meetings a year. To produce reports and publish in advance of these events.

## Catering

- To act as contact with Mellors (or any other company) with regard to all items associated with school lunches.
- To ensure the school meals debt policy is fully enacted and lines of comms with parents are effective
- Check daily pupil uptake and payments
- To ensure the school never falls into debt with regard to families incurring debt.

## School policies

- To oversee the school policy rotation that policies are reviewed in the correct cycle.
- To liaise with leaders responsible for policies to ensure they are kept up to date
- To ensure the governing body receives policies at the correct part of the cycle to be ratified
- To keep up to date with any overarching statutory information regarding school policies

## Management

- To line manage other support staff at the direction of the Headteacher
- Oversee and keep good order of all Service Level Agreements across the school



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