



Houghton Regis Primary School



"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".

JOB TITLE: Finance & Personnel Manager

RESPONSIBLE TO: Headteacher

JOB PURPOSE: To manage the school's finances in an efficient and timely manner including budget management. Management of staff personnel records.

1. Management of school's finances using RM Finance software.
2. Forward budget planning including preparation of annual forecasts and budgets, in consultation with the Headteacher.
3. Preparing financial reports as required by Headteacher, Governing Body and other budget holders; attending meetings of Governing Body and School Management Team, as required, to report on financial matters.
4. Monitoring of all income and expenditure relating to internal budgets; keeping budget holders informed of their balances and committed expenditure.
5. Management and development of the school's computerised financial systems. (FPS).
6. Responsible for authorisation of purchase invoices.
7. Preparation of reconciliation reports, VAT returns and any other financial return required either statutorily or by the Authority.
8. Responsible for reconciliation and reimbursement of petty cash.
9. Management of school personnel records.
10. Development of school financial policies and procedures (eg Lettings Policy) in line with LA requirements.
11. Collating of information and submission of documentation relating to bids for external funding.
12. Exploration and management of income generating opportunities (eg lettings, sales of uniform etc)
13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
14. To undertake any other duties of a similar level and responsibility as may be required.