

Company:	drb Schools and Academies Services Ltd
Job Title:	School Finance Consultant
Grade:	6 (£33,348.00 to £49,379.00)
Superiors & Subordinates Meetings:	To attend monthly team meetings and monthly briefings
Job Objectives & Responsibilities:	To provide a full and comprehensive financial assurance service as directed by specific schools and senior officers To manage the relationship with Senior Leadership teams in schools. To be an effective team player.
Main Duties:	Financial Duties • Support for the day to day running of the school's Management Information System, including updates as necessary • Advise senior leaders of funding changes and implications • Produce monthly, termly and yearly financial returns • Contribute to the preparation of 3-year budget plans • Assistance in the preparation of deficit recovery plans if required by the school • Produce salary projections • The monitoring of income and expenditure, including variance analysis • Production of annual budgets • Provision of payroll analysis • Monitoring of income and expenditure • Provide advice and guidance on income and expenditure records for unofficial funds • Completion of LA Quarterly returns and end of year workbook • Effectively communicate financial information and best practice to the client. • In some instances, oversee the day-to-day financial operations • Advise on value for money for contracts and leases • Regularly present financial reports to governing bodies to ensure they understand their current financial position. • Support those drb staff performing strategic support in schools • To work with the Headteacher and Governors in the preparation of budget forecasts for consideration • Completion of visit reports Training • To work and train with the other drb consultants, to continually update your skills, attending all training courses advised by the training team • To work within training workshops with other Finance Consultants

	- To assist in the training of more junior members of the team General Administration - To keep abreast of current educational developments and undertake relevant Continuing Professional Development when appropriate - To follow drb's policies and procedures and always strive to improve operational effectiveness - Any other duties commensurate within the grade of the post
Experience / Skills and Abilities	<u>Method of assessment</u> A.F = application Form I = Interview T = Test or Exercise - Knowledge of budget management and finance techniques - A sound knowledge of a range of computer applications within financial management systems - Ability to contribute to school business planning - Ability to work independently demonstrating initiative and pro-activity - Ability to contribute to policy development e.g. for school lettings - Ability to interpret and present detailed financial information - Ability to develop and maintain efficient record keeping systems - Ability to analyse and interpret complex information and make recommendations - Ability to problem solve - Ability to negotiate 'best practice' with suppliers – in conjunction with the schools Business Manager - Ability to communicate with a range of audiences including colleagues, Governors, officers of the City Council, suppliers and members of the community - Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date - Ability to show sensitivity and objectivity in dealing with confidential issues - Good timekeeping skills - Good standard of education, especially English and Maths
Note:	CONTRA INDICATION Unsatisfactory Completion of a DBS check