



ERNE INTEGRATED COLLEGE

JOB DESCRIPTION: FINANCE AND ADMINISTRATION MANAGER

POST TITLE:	Finance and Administration Manager
RESPONSIBLE TO:	The Principal
GRADE/SALARY	Grade will be established and salary agreed as appropriate to qualifications and experience.
TERMS	Full time, permanent. (consideration may be given to a term-time only appointment and/or flexibility in the allocation of weekly hours) NILGOSC pension scheme.

Training and professional development will be provided on aspects of the post particular to the Grant Maintained Integrated sector.

Job Purpose

The Bursar will be responsible to the Board of Governors through the Principal for the conduct of the financial affairs and business management of the school, including management of the estate and effective deployment of human resources. The Bursar will work with the Senior Leadership Team, advising on operational matters and contributing to strategic development planning for the school.

Main Responsibilities will Include:

Financial Management and Control

1. Advising on general financial policy and giving support to the Principal and to the Board of Governors.
2. Managing and controlling the financial affairs of Erne Integrated College in support of the Principal.
3. Preparing the annual budget statement and regular financial reports to the Board of Governors.

4. Drafting one year and three year financial projections based on wholeschool predicted student numbers and previous and current financial data.
5. Implementing, maintaining and developing operational procedures, systems and controls.
6. Ensuring the preparation and submission to the Board of Governors and to Department of Education of the Annual Statement of Accounts within the stipulated time.
7. Making effective and efficient use of C2K Financial Management Systems (FMS) to provide inter alia income and expenditure accounts, salary payments and to provide financial management information.
8. Inputting the data on the Education Authority ONE Timecard for teaching staff.
9. Paying all salaries and wages including PAYE, Superannuation and National Insurance.
10. Reviewing the salaries, wages and superannuation arrangements for all support staff and advising the Principal following such review.
11. Maintaining a record of all teaching staff salary points and issuing annual letters linked with salary and progression.
12. Managing the system for ordering all school supplies and working with teaching and support staff to ensure value for money on all orders.
13. Checking and authorising for payment all invoices and statements of accounts.
14. Preparing student bills and collecting Parental Voluntary Contributions and other dues.
15. Administering pension schemes for support staff.
16. Being responsible for all financial returns to Education Authority and to the Department of Education.
17. Liaising with the school's Internal and External Auditors and Accountants.
18. Controlling the security of money and other valuables within the school.
19. Exploiting the school's assets and amenities to the greatest financial advantage, taking into account the priority of the school's own curricular and extra-curricular needs.
20. Claiming grants and allowances in respect of the school

21. Monitoring the control of school voluntary funds.
22. Organising as appropriate, tenders for services and equipment and managing arrangements for capital spend.
23. Organising and reviewing canteen income and expenditure, including school arrangements for the administration of Free School Meals.
24. Preparation and submission of capital claims to Education authority/Department of Education in respect of capital works.
25. Being familiar with the provisions of the Northern Ireland Council for Integrated Education, Department of Education approved, Scheme of Management and advising on the implementation of procedures as required.

Administration

1. Preparing statutory returns to the Department of Education, Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC), Inland Revenue, Equality Commission, Charity Commission etc.
2. Designing, developing and maintaining effective administrative services for the school.
3. Designing, developing and maintaining effective communication services for the school.
4. Monitoring and evaluating administrative procedures and making appropriate changes and improvements.
5. Minuting secretary to the Finance and General Purposes committee.
6. Ensuring all policies and procedures are updated and reviewed.

Human Resource Management

1. Reviewing and maintaining, on a confidential basis, an effective personnel recording system.
2. Providing advice, interpretation and information on employment legislation.
3. Providing advice on staff welfare matters and on personnel matters, including terms and conditions of employment, pensions etc.

4. Keeping under review and advising on amendments to personnel procedures.
5. Drawing up job specifications and job descriptions for support staff posts.
6. Managing the processes for the recruitment, selection and appointment of support staff and supervising the induction and probationary period.
7. Issuing letters of appointment and terms and conditions of employment to support staff.
8. Maintaining records of sickness, absence, holidays and flexible working for all staff and identifying to the principal where appropriate remedial or disciplinary action may be required.
9. Overseeing annual job reviews for support staff in consultation with line managers.
10. Providing support to staff in relation to work related issues and staff health and wellbeing, sign posting to appropriate services.

Estate Management

1. Liaising with the Principal and the Building Supervisor to ensure the general maintenance of the school grounds and buildings, including the supervision of maintenance work and arranging for the supply of furniture and equipment.
2. Liaising with the Building Supervisor to ensure an annual review of all buildings and grounds and equipment.
3. Ensuring, in conjunction with the Principal, that there is adequate insurance for buildings, grounds and equipment and processing any public liability claims.
4. Monitoring, in conjunction with the Principal, the Health and Safety Officer and the Health and Safety Committee, the safety aspects of the buildings, grounds and equipment to ensure compliance with Health and Safety Regulations.

Facilities Management

1. Negotiating contracts with service suppliers for the maintenance for all electrical, minor works and decorating in the school buildings and grounds and such other contracts as may be required.
2. Maintaining an Asset Register and organising an annual check on all assets.
3. Monitoring and managing of equipment and facilities.

Hon Treasurer of Erne Integrated College Ltd.

1. Being familiar with the Memorandum and Articles of Association of Erne integrated College and advising on the implementation of procedures as required.
2. Managing of funds held by Erne integrated College Ltd.
3. Preparing of financial reports to the Board of Directors.
4. Ensuring preparation and submission of annual audited accounts as appropriate.
5. Organising and implementing fundraising programmes to maximise income for Erne Integrated College Parental Voluntary Contributions.
6. Maintaining up to date records of Director Appointments and Terminations with Companies House and timely submission of the Companies House Annual Statement.
7. Liaising with External Auditors to ensure submission of annual audited financial statements to Companies House, the Charity Commission and HMRC.
8. Liaising with the Erne Integrated College banking services provider.

General

The Bursar will be expected to undertake, as required, any other duties appropriate to the post as may be considered necessary for the proper functioning of the school and any other related duties or responsibilities reasonably requested or indicated by the Principal.

Signed by Bursar

Date

Signed by Principal

Date