

GRADE:	NJC Grade 9
ACCOUNTABLE TO:	Chief Operating Officer
RESPONSIBLE FOR:	The planning, coordination and operational management of APC Online, including administration, finance tracking, service-level agreements, data monitoring and partnership liaison.

MAIN PURPOSE

Responsible for the strategic and operational leadership of all financial activity across the College, ensuring effective budgetary control, financial compliance and the best use of resources in support of WSAPC's educational priorities.

This enhanced role reflects a move away from a generic, task-based finance model to a professionally accountable finance leadership role, with responsibility for budget planning, review, monitoring and reporting, alongside ownership of financial systems, controls and assurance.

The post-holder will act as the lead professional advisor on finance, providing high-quality financial information, analysis and assurance to senior leaders and governors, and ensuring that public funds are managed with transparency, integrity and best value.

KEY RESPONSIBILITIES

Financial Leadership and Budgetary Control

- Lead the preparation of the draft annual school budget, supporting review, approval and ongoing monitoring
- Maintain oversight of income and expenditure across all funding streams, including delegated budgets, grants and ring-fenced funding
- Produce accurate, timely and meaningful financial reports for senior leadership and governance to support decision-making
- Identify financial risks, pressures and opportunities, advising on mitigating actions and strategic responses
- Ensure effective cashflow management and long-term financial sustainability
- Maintain ownership of financial policies and procedures, driving continuous improvement in financial processes as the school develops and operational requirements evolve.

Financial Systems, Compliance and Assurance

- Take lead responsibility for compliance with all relevant financial regulations and statutory requirements, including West Sussex Scheme for Financing Schools, SFVS and Scheme of Delegation
- Audit and statutory reporting requirements
- Lead the preparation of year-end accounts and trial balances, acting as the principal finance contact for auditors and external agencies
- Hold responsibility for the management and annual review/audit of all school financial accounts, including School Account, School Fund, Governors' Funds.
- Oversee the operation and monthly reconciliation of all bank accounts, ensuring discrepancies, are identified, resolved and escalated as appropriate.
- Maintain oversight of financial systems, ensuring data integrity and accurate system transfers

Income, Procurement and Best Value

- Lead the preparation and drafting of tender documentation for new and renewed contracts, ensuring compliance with public procurement regulations, financial governance requirements and best-value principles
- Oversee the preparation and issuing of invoices and the collection of income, initiating recovery action, including legal routes, where required
- Lead financial oversight of income generation activity, ensuring alignment with WSAPC values and strategic aims
- Negotiate, monitor and review contracts and tenders, including those supporting in-house service delivery
- Maintain oversight of the contracts register, ensuring regular review and value for money
- Maintain oversight of procurement systems and controls, ensuring purchasing activity aligns with public finance requirements, internal financial procedures and delegated spending responsibilities.

Monthly Accounts, Reporting and Decision Support

- Prepare and present monthly management reports including variance analysis, outturn forecasting and financial risk reporting
- Provide financial modelling, scenario planning and analysis to inform strategic decision-making
- Ensure budget holders are supported through clear systems, guidance and reporting arrangements
- Maintain oversight of ring-fenced funding, providing advice on grant conditions and compliance

Administrative, Resources and Infrastructure Oversight

- Hold strategic oversight of key administrative functions, including uniform, stationery and consumables, ensuring effective stock control and best value
- Maintain oversight of the school asset and inventory register, ensuring records are complete, accurate and up to date
- Take responsibility for securing and maintaining necessary licences, permissions and compliance documentation relevant to financial and operational activity
- Seek specialist advice where appropriate and manage insurance arrangements, including pupil travel, employer liability, staff and other relevant cover

Team Leadership and Development

- Provide line management, supervision and professional development
- Ensure clear delegation between strategic finance leadership and transactional processing
- Develop finance team capacity through training, mentoring and system improvement
- Set clear expectations and maintain high professional standards within the finance function

Systems Development and Continuous Improvement

- Lead the ongoing development and improvement of financial systems, workflows and reporting processes
- Work collaboratively with Central Business Team managers to support the provision and effective use of administrative, financial and curriculum networks

- Use audit findings, data and feedback to strengthen financial assurance and practice
- Ensure financial processes are proportionate, efficient and well-understood across the organisation

Professional Responsibilities

- Maintain up-to-date professional knowledge of school finance and public-sector financial management
- Engage in continuous professional development and contribute to the professional learning of colleagues.
- Share good practice through modelling, mentoring, and participation in professional learning communities.
- Contribute to the school improvement plan and participate in whole-school monitoring, evaluation, and review processes.
- Reflect on personal practice using data, feedback, and outcomes to inform approaches and set professional development goals to meet the evolving needs of pupils and the school.
- Demonstrate awareness and understanding of the ISBL School Business professional Standards, including the requirement for personal and professional conduct.
- Comply with all statutory requirements, policies and procedures including finance, safeguarding, child protection, health and safety, data protection and equalities.
- Undertake additional duties as reasonably required by leadership to support pupils and the school.

General Responsibilities

- Support the College Accountability Plan initiatives, policies, and practices which reflect the College's commitment to high achievement, inclusion, and effective learning.
- Contribute to Ofsted Self Evaluation documentation as part of the staff team.
- Support and contribute to the vision, ethos, and policies of WSAPC, promoting high standards of achievement, behaviour, and wellbeing.
- Participate in evaluating the effectiveness of school policies and developments, analysing their impact on pupil progress and outcomes.
- Maintain and develop positive relationships with and between pupils and staff across WSAPC settings.
- Work in partnership with other schools, agencies, and external providers to promote strong links and collaborative approaches.
- Perform any other duties which are reasonably required in line with the role.

N.B. Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Signed: (Post holder) Date:

Signed: (Line Manager) Date:

This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required. The duties and responsibilities outlined may be subject to change or additional tasks may be assigned as necessary to meet the needs of the school.

Person Specification

Qualifications & Knowledge

- Good standard of education with GCSE (or equivalent) in English and Math's at Grade C/4 or above.
- Willingness to work towards L3 / L4 (e.g. AAT, CSBM or equivalent)
- Working knowledge of financial administration and accounting procedures
- Understanding of financial controls and public-sector finance requirements
- Understanding of safeguarding and child protection procedures.
- Working at or towards national occupational standards in business administration

Experience

- Experience of school finance systems (e.g. BROMCOM or equivalent)
- Experience of ledger maintenance, invoicing or reconciliations
- Experience of working within financial procedures and deadlines

- Experience of liaising with suppliers or internal stakeholders

Skills & Abilities

- Strong numeracy skills and attention to detail, with the ability to process financial information accurately, consistently and in line with agreed procedures
- Secure knowledge of administrative and financial procedures, including the use of relevant ICT and finance systems, developed through experience across a range of activities (equivalent to Level 4)
- Ability to organise, plan and prioritise workload, managing competing demands and meeting deadlines within a pressurised working environment
- Well-developed analytical skills, enabling interpretation of financial data, identification of discrepancies and preparation of accurate reports and information
- Confident ICT skills, including spreadsheets and school finance systems, with the ability to maintain accurate records and information systems
- Strong interpersonal and communication skills, with the ability to liaise effectively with staff, suppliers, parents/carers, governors and external agencies, including responding professionally to difficult or sensitive issues
- Ability to provide guidance and advice on finance administration processes, and to support, coordinate and motivate administrative staff within agreed frameworks
- Ability to work independently and exercise initiative, making decisions where processes are not clearly defined and knowing when to escalate issues appropriately
- Ability to maintain professional integrity, confidentiality and discretion when handling sensitive financial and personal information
- Ability to maintain concentration and accuracy when undertaking complex administrative and financial tasks, despite interruptions and competing pressures
- Competence in supervising administrative staff and overseeing routine cash handling and expenditure within agreed limits

Equalities

- Commitment to the principles of equality, diversity, and inclusion, and ability to carry out duties in accordance with the WSAPC Equalities Policy.

Other Requirements

- Ability to travel between locations across West Sussex.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undertake training and development relevant to the role.