



Finance Policy

Statement of Roles and Responsibilities for Financial Management

Reviewed November 2025

1. Governing Body

The Governing body has a strategic role in the financial management in schools and therefore its key responsibilities include setting financial priorities through the:

- School development plan (SDP)
- 3 year budget plan
- The annual budget
 - Establishing formal procedures and a timetable for budget planning
 - Approving a sound balanced budget
 - Ensuring the budget is managed effectively
 - Determining delegated powers in relation to approving virements and spending decisions and approving them within a formal scheme of delegation for the school
 - Approving virements and spend decisions outside of any delegated authority
 - Ensuring the school meets all its statutory obligations and through the Headteacher complies with the local authority's finance regulations and contract standing orders (this will be actioned primarily through the annual statement of Internal controls and internal audit reports)
 - Ensuring there is a handbook containing appropriate information and description of financial systems and procedures for all staff with financial responsibility (LA school finance Handbook)
 - Ensuring through this statement of roles and responsibilities, that financial duties of staff are clearly described to avoid potential conflicts
 - Ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary;
 - As a joint responsibility with the Headteacher and all staff at the school, advising the internal audit division of any financial irregularity at the school;
 - Approving economic and effective debt recovery procedures and subject to these procedures writing-off any debt in relation to the school budget;
 - Ensuring the school obtains best value when purchasing goods and services (this will be actioned through best value statement;
 - Establishing and reviewing annually a charging policy for the supply of goods and services over which the school has discretion;

- Establishing and maintaining a register of business interests of governors and staff who influence financial decisions. This should be open to examination by governors, staff, parents and the local authority;
- Deciding after careful consideration whether or not to insure risks not covered by the local authority;
- Authorising the write off and disposal of stock/stores and inventory items.
- Receiving the audited accounts of voluntary funds managed by the school

2. Resources Committee

The Resources committee is non-statutory and the governing body is free to determine its terms of reference, including the approval of the annual budget. Where the governing body wishes to delegate some of its financial management responsibilities to its financial committee it must:-

- Define its terms of reference;
- Define extents of its delegated authority (scheme of delegation)
- Ensure it receives minutes of the committee's meetings;
- Review the committee's term of reference and membership annually.

Linked with the responsibilities held by the governing body, as outlined above, the resources committee's responsibilities include;

- Drawing up an annual and three year budget for approval by the governing body;
- Authorising individual items of expenditure up to £50,000 without reference to the governing body. Expenditure over £50,000 should be referred to the governing body
- Monitoring budgeted income and expenditure and providing the governing body with a review 6 times per year
- Monitoring income and expenditure of all public funds
- Monitoring and adjusting in-year expenditure levels
- Ensuring accounts are properly finalised at year-end/reviewing outturn;
- Evaluating the effectiveness of financial decisions.

3. Headteacher

Although the governing body has a statutory responsibility for the oversight of most areas of school life, including financial management, a great deal of responsibility is often delegated to the Headteacher and other staff. It is therefore important that the Headteacher's financial management roles and responsibilities are clear and understood by all who assist them with the schools financial management.

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet the aims and targets established by the governing body and as such has delegated responsibility for;

- Leading on the creation of a strategic framework for the school (the school development plan, three-year budget plan and annual budget for the school) for governors' approval.
- Ensuring that the strategic framework is underpinned by sound resource planning and identifies priorities, targets and options for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement within a balanced budget.
- Advising on and implementing the governing body's strategic framework
- Reporting on progress to the governing body
- Checking that the funds delegated by the local authority are correct

- Checking and advising upon regular reconciled budget/financial reports to the resources committee, local authority and DfE as appropriate
- Reporting to the governing body on an annual basis the reconciliation of voluntary funds
- Ensuring sound financial internal controls are established which are managed on a daily basis by the Headteacher, School Business Manager and Administrator
- Ensuring that local authority financial regulations or DfE requirements are implemented particularly;
- The proper use of all items included in the inventory and ensuring an annual certified check is carried out to ensure that all inventory items are accounted for
- Ensuring the proper security for all buildings, stocks, stores, money, sensitive data etc under their control is established.
- To ensure write off of inventory items are agreed by governing body in accordance with the Disposals Policy
- The safe retention of invoices and financial records in accordance with statutory requirements
- As a joint responsibility with governors and other staff advise the authority of any financial irregularities at the school
- Approve any budget virements and spending decisions (orders/invoices/contracts/pay records) within their delegated authority level
- Approve and ensure continuous monitoring of income and expenditure against the approved budget throughout the year
- Ensuring the effective implementation of financial systems/procedures contained in the financial handbook
- Consider and respond promptly to recommendations in school audit/inspection reports and advise governors of results and any remedial action to be implemented
- Along with other professional staff, being accountable to the governing body for the school performance
- Implement school pay policy and appointment procedures
- Manage, monitor and review the range, quality, quantity and usage of all available resources in order to improve pupils achievements, and ensure best value

4. School Business Manager

The post holder is a member of the school's senior management team.

The School Business Manager takes a lead role in the planning, management and development of financial systems. Manages day-to-day administration of the school finances. Manages the premises and ensures best value for money. Manages personnel and payroll. Line manages the office and premises staff.

Responsibilities:

- Preparing and advising on the financial aspects of the school development plan, preparing and advising on the three-year budget plan and preparing and advising on the annual budget. Ensuring sound resource planning, priorities, targets and options have been discussed with the Headteacher
- Checking and agreeing with the Headteacher that funds delegated by the local authority are correct
- Preparing reports and reporting to the Headteacher and resources committee
- Producing regular reconciled budget reports/financial reports to the resources committee/ Local authority and DfE with the Headteacher's approval

- Preparing and agreeing with the Headteacher the annual reconciliation of voluntary funds and reporting to the resources committee on an annual basis
- Establishing and managing sound financial controls on a day to day basis, ensuring the local authority financial regulations are implemented
- To manage school bank account, petty cash, voluntary funds and to report to Headteacher on a regular basis
- To authorise orders, pay invoices and ensure all payments are relevant
- To implement and manage on a daily basis the financial systems/procedures contained in the financial management handbook
- To manage and reconcile the payroll system on a monthly basis. To ensure all payments are correct and any extra payments have Headteacher's approval. To ensure all payroll is agreed and authorised by the Headteacher
- continuous monitoring of income and expenditure throughout the year, to report to Headteacher any unexplained variances, etc
- To process all personnel related administration
- Take a lead role in the development of all record/information systems
- Checking and banking monies due to the school

5. **Admin Officer**

The Admin Officer is line managed by the School Business Manager

Responsibilities:

- To input, record data and produce reports from Sims, FMS, Parentpay and any other software packages provided
- To administer dinner money account ensuring all documentation with regards to dinner money is countersigned and agreed
- To collect and record monies collected from parents – including online payments (Parentpay)
- To ensure all monies collected are recorded, banked and checked by the School Business Manager
- To manage paperwork and deal with queries with regards to admissions
- To assist alongside receptionist to keep up to date the inventory, ensuring all new equipment is recorded. It should be checked on an annual basis and the School Business Manager informed of any disposals in accordance with the Disposals Policy
- Undertake routine financial administration e.g. posting invoices, giving receipts etc.
- To manage the petty cash float and to ensure it is checked at reimbursement by the School Business Manager
- To monitor the contents of the school safe and provide a termly report of funds being held, to aid the School Business Manager's termly safe check

6. **Receptionist/Admin Assistant**

The Receptionist/Admin Assistant is line managed by the School Business Manager

Responsibilities:

- Complete all duties in relation to reception duties
- Maintain stock and supplies, cataloguing and distributing as required
- Liaise with suppliers to ensure good value for money

- Collate correct paperwork and ensure all orders are authorised with a purchase order, and that delivery notes and accompanying documents are signed before passing onto School Business Manager for payment
- Assist the Headteacher and Deputy with routine administration tasks e.g. newsletter distribution
- Deal with telephone queries and other admin related tasks
- Collect monies from parents on behalf of the School Business Manager and issue receipts

Adopted by Resources Committee: November 2025

Next Review: November 2025