

## School Finance



Managing school finances is one of the most complex and time consuming tasks for any school or academy, especially with the legal complexities and strict guidelines that surround it. The School Finance team are here to support you with this by providing trusted financial support and advice and ensuring the best use of your budget and resources. We are a dedicated team of friendly, professionally qualified staff with many years' experience of working with schools and academies along with a proven track record of providing comprehensive support, advice, guidance and training covering all aspects of managing your school's finances.

The principles of financial management may be standard, but we recognise that the skills, knowledge and experience of those managing them are not. Our support is tailored to meet the needs of our customers. As well as covering your statutory requirements as part of our core service, we offer a range of sold services.

### What we offer

#### Basic financial support package\* – this includes:

- Dedicated telephone helpline (0115 977 2211)  
- open 9am-5pm (Monday to Thursday),  
9am-4.30pm (Friday) during term time and  
10am-3pm in school holidays.
- Remote access to SIMS FMS to enable us to deal with complex queries.
- Speedy resolution of financial transaction queries.
- Integrated salary calculator and multi year budget planning tool – UPDATED FOR 2017/18!

\* Please note the basic financial support package is currently only available to maintained schools.

[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

- School funding modelling tool (pupil numbers driven for future years) with accompanying budget forecasting guide.
- Cashflow spreadsheet.
- Final accounts guidance and production of year end governor report in consistent financial reporting format.

### Our pledge

A consistent, professional, friendly and responsive financial support service is provided to every customer. Our services and products will be regularly reviewed in light of customer feedback and visit evaluation surveys.

- Regularly updated financial guidance and procedure notes.
- Strategic financial guidance from experienced officers when required.
- Advice and guidance if you amalgamate/federate or academise, including ongoing support after the process.
- Support on the local bank account scheme.
- Advice and guidance on accounting for all areas of extended services.
- Support and training for completion of the Schools Financial Value Standard (SFVS).
- Administration of the school loan scheme and leasing support and approval.
- A 1.5 hour one to one session for new Headteachers and Business/Office managers.

## Onsite support

- Select half or full day visits - the combination, number and content is for you to decide, but advice on what can be covered is always available.
- We aim for visits to be delivered by a named finance contact to ensure continuity and that an understanding of your needs is maintained.
- Dates of visits are confirmed in advance, allowing time to plan and gain the maximum benefit for your school.
- Visits can be extended on an hourly basis, depending on the availability of your finance officer.

- A bursar service is available if required
- A bespoke service to provide financial support can be provided on request if your office manager is absent. This is subject to availability.

Assistance with completion of the REC1 return. This can be done either onsite or remotely.

## Academy support

Schools converting to academy receive strategic support from the School Finance team for closing the accounts of the maintained school and advice on finalising their old financial system.

Academies can then purchase ongoing support by the day or half day as required or in the form of a bursar service.

This support may be to:

- Assist with setting up financial systems and processes.
- Budget setting, producing staffing calculations or budget monitoring.
- Reviewing and amending funding allocations.
- Assisting with financial returns.
- Cashflow monitoring.
- Financial reconciliations.
- Financial reporting.

The School Finance team also have a new multiyear budget planning tool which is in a format that is familiar, simple, user friendly and helps with the transition to new systems.

## Benefits to your school

- ▶ A high quality professional service which provides excellent value for money.
- ▶ A flexible service that allows you to choose the level of support you need.
- ▶ A friendly, professional and fully trained team of staff committed to the highest standards of service.
- ▶ Easy access to all year round support on the telephone or in school.
- ▶ Services fully compliant with both local and national guidelines and regulations for managing school finances.
- ▶ Access to a service with in depth knowledge and experience of working with Nottinghamshire schools and the issues they face.

## Training

We run a comprehensive range of financial and FMS training events for governors, senior leadership and finance staff. Our training programme is reviewed and updated annually in the light of customer feedback and current regulations and initiatives. A schedule of events is published at the start of each financial year. Further training sessions may be added during the year in response to changes in regulations and initiatives.



**Aaron Connor**

Tel: 0115 977 2211

Email: [aaron.connor@nottsc.gov.uk](mailto:aaron.connor@nottsc.gov.uk)

“ Being new to the Business Manager role and sector I really came into this position blindfolded. The support the NCC Finance Team has given me has been outstanding! I can always rely on someone to answer the phone and guide me through a situation, big or small, without making me feel silly or embarrassed. The knowledge and experience within the team is second to none and the training available throughout the year is invaluable. I'm feeling more confident each day and have recently received a special recognition award, from the area, after being in post 6 months. Thank you, I could not of achieved this without you! ”

Mrs Kirsty Lowde, School Office Manager  
St. Edmund's C of E Primary School

