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# SERVICE TO ACADEMIES

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## FINANCE OFFICER SERVICE

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In 2013-14 we are able to introduce a new level of service to Academies. We are able to provide additional support for financial administration, including raising orders, processing of invoices and preparation of cheques as well as monthly processing. This service is provided on a weekly/daily basis, or tailored to the needs/requirements of the school. This service is useful for schools seeking to cover a period of sickness or maternity leave, gaps between appointments or a backlog of work in the school office.

### **Finance Officer Service**

#### **Ad Hoc (charged by the hour)**

Any of the services listed below can be purchased on an ad hoc basis if required, please contact JCA School Support to discuss your requirements

##### **Accounts Payable**

- Maintain Supplier Database
- Raise Purchase Orders
- Enter Invoices/Credit Notes
- Print Cheques/Pay Suppliers
- Process Supplier Enquiries
- File all Accounts Payable documentation

##### **Accounts Receivable**

- Collect and record cash collections
- Enter Receipts
- Process Paying-in Slip Bank Collections

##### **General Ledger**

- Petty Cash Processing
- Preparation of general ledger journal forms
- Salary Posting and reconciliation
- Review General Ledger
- Process Monthly LA Income
- Process VAT Reimbursements
- Process Direct Debits/Credits
- Preparation of Bank Reconciliation
- Preparation of VAT return
- Preparation of Income & Expenditure statements

# **Strategic Finance Advisor Service**

## **Service Levels**

### **Quarterly Budget Monitoring Service**

Preparation of Quarterly returns  
Preparation of the EFA Budget Forecast  
Year End Procedures for Auditors

### **Level 4 Service-1/2 day a month**

Full Budgeting Service(Monthly Monitoring/Quarterly Returns/Year End Procedures)  
Preparation of the Budget Forecast for the EFA  
Budget Monitoring  
Monthly Reconciliations(Bank/Payroll/Funding)  
Attendance at one Governors' meeting  
Requirements of Academy  
Telephone Advice

### **Level 3 Service-1 day a month**

Level 4 Service Plus  
Three Year Budget Plan/Projections  
Deficit recovery plans/Monthly monitoring  
Year End preparation for Auditors  
Management of Personnel/Budgeting Software  
Bacs  
Advise on school workforce/HR Salary issues-Personnel 7

**Strategic Finance Advisor Service Cont'd**

## **Level 2 Service-2 days a month**

Level 3 package Plus  
AAR Return  
Cash flow statements  
Benchmarking  
Updating financial regulations/policies for EFA audit requirements  
Annual Salary Statements  
Attendance at termly governors' meeting

## **Level 1 Service-1 day a week**

Level 2 Package Plus  
Recruitment/Training of Finance staff

## **Children Centre Service Level Agreement**

This service is available for Academies that have children centers and have to report on a quarterly basis to the LA. The allocated hours for this service is 12 and is taken in addition to the Academy SLA

## **Ad Hoc (Charged by the hour)**

Any of the above services can be purchased on an ad hoc basis if required, Please contact JCA School Support to discuss your requirements.

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# ADDITIONAL SERVICES

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## INTERNAL AUDIT SERVICE – (RESPONSIBLE OFFICER)

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The role of the Responsible Officer is to provide the Governing Body/Directors with an independent, ongoing, oversight of the Schools financial affairs and assurance that:

- Financial Responsibilities of the Governors are being properly discharged.
- Resources are managed in an efficient, economical and effective manner
- Sound systems of financial control are being maintained
- Financial considerations are being fully taken into account when reaching decisions.

Our Responsible Officer package benefits the Academy with an appropriately qualified, experienced and independent individual who will visit the Academy once a quarter/Termly and undertake a series of detailed tests, in order to meet the Academies Financial Handbook.

These tests will confirm the operation of the main financial systems, such as:

- Payroll
- Purchases
- Income
- Accounting System

We will provide the Governing Body with both a written record of the checks performed and a report of the visit findings. These will provide assurance to the Governing Body/Directors that the areas tested are being operated satisfactorily and/or identify those areas which require further attention in order to meet the EFA requirements. Our Responsible Officer will also guide and support the finance staff on the day of the visit, where any issues are identified.

Our package can also provide the option to consult with the Responsible Officer before an Academy enters into any significant financial decisions.

## SCHOOL-ACADEMY CONVERSION

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JCA School Support has assisted numerous schools who have converted to Academies since 2011.

We have gained a huge amount of information and experience which we are able to share and advise Schools who are either thinking of, or are going to convert to an academy.

Please contact us at JCA School Support if you would like assistance on any conversion matters.

## HR/PERSONNEL SERVICE

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In addition to the Financial service/School Business Management Service, we are now able to offer an experienced member of the team, to cover absence in this area or to advice on best practice to improve this function in schools.

- Ensure all personnel checks are completed on current and new staff
- Maintain confidential staff records
- Performance Management PDCS
- Be responsible for recruitment, staff development, appraisals and training
- Preparation of contracts and all other documents relating to staff appointment and employment
- Advise staff of their annual pay awards

## AD HOC SERVICES

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- ❖ Any additional ad hoc services can be provided at an hourly rate.
- ❖ Training for Governors/Head teachers/Deputy Head teachers is an additional service offered and will be charged at a fixed amount.
- ❖ Training and induction of new finance staff.
- ❖ Annual Audit of Voluntary Funds.
- ❖ Hosting Cluster Meetings.
- ❖ Assistance with converting to Academies
- ❖ Any training needs which are required on Sims.Net/School Workforce

## BUSINESS CONTINUITY PLAN

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As required by SFVS (Schools Financial Value Standard) JCA School Support are able to offer a tailor made Business Continuity Plan. For more information please contact JCA School Support.