

## JCA Training Programme 2018/19

### Bitesize Programme

JCA will be offering the following bitesize training sessions for 2018/19. The sessions are open to all members of the school community. We have also added an academy session covering all aspects of an academy's finances. Exact dates, start times and venues are subject to confirmation. Please refer to our website at [www.jcaschoolsupport.co.uk](http://www.jcaschoolsupport.co.uk) for the latest information and booking details and pricing.

#### An Introduction to Schools Finances

**Thursday 17<sup>th</sup> May 2018 (9.30-11.30)**

**Thursday 20<sup>th</sup> September 2018 (6.00-8.00)**

**Wednesday 27<sup>th</sup> February 2019 (1.30-3.30)**

Presented by members of the JCA team

An informative training session that will give you the opportunity to learn more about the financial aspects of a school.

It is aimed at new heads, aspiring leaders and any other members of the school community including finance governors.

The session will cover all the key areas of schools finance including funding, budgeting, monitoring, SFVS & audit, year end, governance and much more! The session is suitable for participants to learn about how a schools finances operate and to be more confident when dealing with any financial matters. We often find that new heads have not had a lot of exposure to the detail behind the various reports they are confronted with. This session will provide participants with the

confidence to get involved in the finances of a school and understand more fully how things operate.

## [An Introduction to Academy Finances](#)

**Thursday 17<sup>th</sup> May 2018 (1.30-3.30)**

**Thursday 27<sup>th</sup> September 2018 (6.00-8.00)**

**Wednesday 27<sup>th</sup> February 2019 (9.30-1.30)**

Presented by members of the JCA team

An informative training session that will give you the opportunity to learn more about the financial aspects of an academy.

It is aimed at new heads, aspiring leaders and any other members of the school community including finance governors. It may also be particularly useful to schools who are due to convert at some point or who are considering it.

The session will cover all the key areas of academy finance including funding, budgeting, monitoring, statutory returns incl VAT, governance and much more! The session is suitable for participants to learn about how an academy's finances operate and to be more confident when dealing with any financial matters. We often find that new heads have not had a lot of exposure to the detail behind the various reports they are confronted with. This session will provide participants with the confidence to get involved in the finances of a school and understand more fully how things operate.

## [Quarterly Report Monitoring](#)

**Wednesday 27<sup>th</sup> June 2018 (9.30-11.30)**

Presented by members of the JCA team

The session will focus largely on the quarterly report, giving participants an extensive walk through the report with each section explained in detail. There will also be a look at how the data is obtained and the virement forms which accompany the quarterly reports.

The session is aimed at anyone requiring a better knowledge of the LA quarterly monitoring reports, in particular heads and finance governors. Participants will gain a thorough knowledge of how the quarterly reports operate, giving them confidence to either present them or challenge them at school governing body meetings.

### Financial Benchmarking

**Thursday 15<sup>th</sup> November 2018 (9.30-11.30)**

**Thursday 7<sup>st</sup> February 2019 (4.00-6.00 or 6.00-8.00)**

Presented by members of the JCA team

This interactive session will look at the new benchmarking website and give participants the information they need to get the best out of the data contained within the site.

The sessions are aimed at anyone tasked with producing benchmarking reports in schools and those wanting to find out more about them. The twilight session is particularly aimed at new finance governors. There will be an opportunity to log in and look at your own schools data. Advice will also be given on how best to tackle the benchmarking question (Q14) contained within SFVS.

### SFVS/Audit Guidance

**Tuesday 4<sup>th</sup> December 2018 (9.30-11.30)**

Presented by members of the JCA and Audit and Governance teams

An informative training session that will give you the opportunity to learn more about the Schools Financial Value Standard (SFVS) and the audit process.

The session is aimed at heads, bursars and governors, as the areas covered will impact on their roles. Finance governors will have a particular relevance to the SFVS part, as the standard is their self-assessment of the school.

As well as an overview of what SFVS is, there will be information relating to the previous year's returns, including some observations and related advice from the audit team. There will be specific time dedicated to the questions that seem to be proving more challenging to answer. The second part of the session will concentrate on school audits, including the latest news on school outcomes. Time will be spent looking at the common areas of weaknesses being identified, with advice on how to stop these happening, particularly if they are leading to a priority one recommendation. If you haven't been audited in the last couple of years, this is an ideal opportunity to meet the auditor and gain a greater understanding of the areas that they will be covering.

## Year End Procedures

### **Thursday 21<sup>st</sup> March 2019 (9.30-11.30)**

Presented by members of the JCA and Audit and Governance teams

An informative training session that will give you the opportunity to learn more about how the year end process works and to further develop your own knowledge and skills in this area.

The session is aimed primarily at school finance staff, who are involved in producing the year end accounts in their school.

The sessions will focus mainly on the year end schedules template, with the aim of giving participants a good understanding of how they operate and enabling them to be able to take an active part in the year end process, including some advance population of the schedules.

## Microsoft Excel

After numerous requests from schools and academies, we introduced Microsoft Excel training presented by David Dilling (JCA Associate) into last year's training programme.

The sessions were delivered at different levels of expertise to try and suit the needs of all participants.

We have not set any specific dates in the new training programme, but will ask for expressions of interest and if necessary, we will put on sessions that will suit the prospective participants.

## JCA Training Programme 2018/19

### One to One Programme

The following training is available on a one-to-one basis in school or by special arrangement with a group/cluster of schools. This training is aimed largely, but not exclusively to schools finance staff. The sessions are individually priced based on the length of the session. We may also choose to run one or more of the sessions at a central location for all schools and academies, details of which will be shown on our website.

#### How to effectively manage your admin/finance departments.

**NEW** for 2018, this one to one training package will equip anyone new to finance/admin in both a school and academy with the knowledge to meet required deadlines and a complete overview of a busy school office.

This package will include the following:-

Census/Early Years Census

School Workforce census

Admission procedures

Attendance registers and procedures

Statutory Policies

Parent Pay

HR software advice

DBS/safeguarding

Data protection

Lettings procedures

SEN/LAC returns

Childcare vouchers

SIMS updates

Service Level Agreements

These procedures will be covered over 3 x 3 hour sessions in a school or academy. These sessions can be tailored to meet the needs of the school or academy.

This training provides a general overview of office functions excluding finance. For specific one to one finance training please refer to the courses listed below.

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

**[Getting Started – An introduction to FMS6 \(Schools Financial package\) aimed at new Finance staff](#)**

This training will be delivered on a one-to-one basis in the school, allowing live data to be used. It is tailored to suit the needs of the individual and is designed to support professional development during the first months of appointment to a bursar/admin post. The introduction to FMS6 is a 3 hour training session, designed to give the trainee all the skills he/she will need to process orders/invoicing and to

produce cheque runs. A training booklet with comprehensive notes will be left on site and a follow up visit will take place to ensure confidence.

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

### **Moving On - Advanced procedures in FMS 6 (Schools Financial Package) aimed at finance staff who wish to progress their knowledge**

The training will be delivered on a one-to one basis in the school, allowing live data to be used. This training will develop the skills of the Finance/Admin Officer to be able to handle all the monthly procedures, in order to advise the Headteacher and Budget Holders with accurate information. A training booklet will be left on site and a follow up visit will take place to ensure confidence.

- Allocating the Budget
- Investigations
- Manual Journals
- Bank Reconciliations
- Month End procedures
- Non invoiced income

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

### **Equipment Register Module**

The training will be delivered on a one-to one basis in the school. The Equipment Register Module can produce very detailed and useful reports both for the School and Auditors, based upon different criteria. In many cases the user is able to determine the format in which the information is presented. These reports can be either printed or exported into other software applications. This module is

found within FMS6. A training booklet will be left on site.

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

### **Accounts Receivable- Invoicing income**

The training will be delivered on a one-to one basis in the school. The Accounts receivable Module within FMS6 allows you to raise invoices for services supplied by you i.e. Lettings, Fees, Receipts and Credit Notes may be issued and the relevant documents matched. You are able to produce statements as well as an aged debtor report which allows you to track any debtors who have exceeded their credit terms.

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

### **HCSS Budgeting Software Tool**

The training will be delivered on a one-to one basis in the school. This is a budgeting tool to allow schools to plan their budgets as well as to create different “what if” scenarios for future planning. The software can project across five years, which is a key requirement of SFVS. This training would run alongside a school purchasing the HCSS budgeting licence and having access to their schools data.

**Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

### **HCSS Accounting Software (NEW)**

Please refer to our website or newsletters for information on this training for the new HCSS Accounting package. We are now an associate partner with HCSS and will deliver training jointly. JCA will provide the implementation and training for the new finance system. Initially aimed at academies, being introduced into schools as of April 2017. As you would expect, it integrates very smoothly with the HCSS Budgeting package.



Cost: To be agreed with individuals schools/academies

### Sims. Net Personnel 7 (Staffing Module)

This training aimed at new school staff will be delivered on a one-to-one basis in the school. This course is designed to give school staff all the skills and training they require in order to facilitate the staffing module in Sims.net and to produce the school workforce census annually. This module holds all staffing details including contracts, this information is used by the DfE to benchmark against other schools.

Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)

### Salary Projections module FMS6

This training will be delivered on a one to one basis in the school. This course is designed to give key finance staff the skill and training they require in order to facilitate this module which leads on from Personnel 7 training. The module allows the school to commit annual salaries and to pay monthly against the commitment, whereby you will automatically see any variances against commitment. A very useful tool for SBM/Finance staff to allow tracking and accuracy of salaries.

Cost: Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)

**Please contact [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk) for more information or to book your training course**

### Finance and Admin Forums

These informative meetings are held termly and will provide schools and academies with the latest financial developments. This also gives an opportunity to network with other schools and academies to share

information and best practice. The summer term sees our annual conference take place at Farleigh Golf Club and this will be charged separately.

When purchasing a JCA SLA and signing up for the 2 standard termly meetings: **Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

Ad Hoc: **Please enquire at [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk)**

We are also keen to offer tailored support to schools, which could include something as simple as helping to clear a backlog of orders or invoices to reviewing your DBS register for compliance with Ofsted regulations. Please do ask your schools finance advisor or email [office@jcaschoolsupport.co.uk](mailto:office@jcaschoolsupport.co.uk) for further information.

***JCA School Support – The Key to Success***