

Schools Finance

Academies Service Level Agreement

2019/20

Introduction from Service Lead

Dear Headteacher, Chair of Governors and School Business Manager

Welcome to the Service Schedule for the Schools Finance Team, which contains all of the information you will need about our service.

We look forward to working with you.

Kay Benting

Acting Schools Finance Team Leader

Description of our service

Schools Finance support services are available for academies based on a bespoke service offering a range of pick and mix options as outlined below and on Appendix 2.

Individual responsibilities of our staff

Roles	Responsibilities
Jo Morris Schools Finance Team Leader	<ul style="list-style-type: none"> Responsible for the management of Schools Finance Team.
Kay Benting Schools Finance Deputy Team Leader	<ul style="list-style-type: none"> Responsible for supporting team leader and developing Academy Business Services
Schools Finance Officers	<ul style="list-style-type: none"> Responsible for delivery of service

What we will do for you:

Ref.	
P1	Access to named Finance Officer
P2	Telephone Helpline
P3	Prepare academic year salary forecast for budgeting/planning
P4	Preparation of monthly payroll journal
P5	Input of monthly payroll journal
P6	Monthly monitoring and report of variation to actual salaries against budget
P7	Remote Access support (Bomgar)
P8	Attend annual budgeting meeting at school location for Shropshire schools
P9	<p>Termly health check, advice and report on all establishments within the SLA agreement, this includes:</p> <ul style="list-style-type: none"> ✓ Review of income and expenditure nominal ledger codes ✓ Review of control account balances ✓ Review of Debtors and Creditors ✓ Review of current commitments
P10	Budget variance reporting

P11	Attend half day termly finance monitoring meeting at school location for Shropshire schools
P12	Support closedown of accounts as directed
P13	Ad-hoc updates and advice on LA financial issues

What we require from you:

Ref.	
C1	Customer to provide appropriate reports and documentation as requested within 5 working days.
C2	Customer to provide read only access to data, either remote or licensed, cost of access to system to be paid by the customer.
C3	Provider requests a minimum of 5 working days' notice for preparation of reports.
C4	Customer to provide initial training on accounts and budgeting system software.

Days/times during which services are available

*Monday – Thursday	9am – 5pm
*Friday	9am – 4 pm

*Subject to Finance Officer's working days

Contact Details

For more information	
Contact name	Jo Morris
Role	Schools Finance Team Leader
Telephone	01743 256244
Email	jo.morris@shropshire.gov.uk
Contact name	Kay Benting
Role	Deputy Schools Finance Team Leader
Telephone	01743 256246
Email	Kay.benting@shropshire.gov.uk

Charging and enquiries

For details on the various packages available for this service, including pay-as-you use options, or if you have any queries or issues regarding your service arrangements please contact us on the above contact details.

Additional Services

Additional services (pay as you go) will be billed at point of delivery.