

# Schools Finance

Training & Development



## Course Brochure 2012-13

# NCC Finance For Leadership Programme

The Leadership programme has been specifically designed to provide school leaders with the financial skills and knowledge needed to effectively manage finances within schools. All courses in this programme are ideal for Headteachers, Deputies, Business Managers and Senior Finance Staff that have responsibility for the school budget.

The programme consists of the following courses:

## 1 Introduction to Managing School Finance

An overview of school finance including funding, budgeting, roles and responsibilities and financial systems used within Norfolk schools.

## 2 Financing Your School

All about how schools within Norfolk are funded by formula and how you may be able to generate additional income streams to assist in the delivery of education.

## 3 Building Your Budget

Learn how to build a balanced school budget to assist your school in the delivery of education.

## 4 Keeping Control of Your Finances

How to set up monitoring processes and make informed budget revisions to ensure that your school remains within budget.

## 5 Achieving Best Value

Learn how to ensure that your school is achieving best value with the procurement of goods and services.

**Continued...**

## **NCC Finance For Leadership Programme** (Continued)

### **6 Capital Funding (E-Learning)**

All about your capital allocation and the processes involved in spending capital funds to improve buildings and ICT.

### **7 Reducing the Risk of Fraud**

Learn about the processes and controls that can be implemented to help protect your school against the risk of financial irregularities and fraud.

### **8 Managing Your Staff**

This module covers the important topic of HR with practical guidance on how to effectively manage your school staff and work with Contracts of Employment.

### **9 Financial Returns (E-Learning)**

Learn about the importance of checking and authorising month end reports and other financial returns made throughout the year.

### **10 Schools Financial Value Standard**

In this course you will learn what evidence can be requested by the Governing Body to provide them with assurance that the new Schools Financial Value Standard is being met.

### **11 Budget Planner Software**

This practical-based course is all about using the Budget Planner Software to build the School Budget.

To book a course or to obtain further information, please visit our website:

<http://efs.norfolk.gov.uk> ( Under ' C ' in the A-Z Menu )



**Norfolk** County Council

# NCC School Finance Administration Programme

The School Finance Administration Programme has been specifically designed to provide school finance staff with the financial skills and knowledge needed to effectively administer finances within schools.

The programme consists of the following courses:

## 1 Introduction to School Finance

An overview of school finance including funding, budgeting, roles and responsibilities and financial systems used within Norfolk schools.

## 2 Star Foundation

Basic training on how to use the school financial accounting system for raising orders, processing transactions and running month end.

## 3 Accounting for Expenditure

In-depth training on purchasing regulations, raising orders, accounting for VAT and recording individual transactions as well as how to fix common problems that occur.

## 4 Income & Banking

All about raising standard invoices, accounting for VAT, banking income and chasing for bad debts. Includes how to fix common problems that occur.

## 5 Month End

Learn about downloads, bank reconciliations and how to check month end reports. Includes more detailed training on how to fix common problems experienced with month end.

**Continued...**

## **NCC School Finance Administration Programme (Continued)**

### **6 Year End**

Practical based training on what to expect at Year End and how to undertake the tasks involved to ensure your school accounts are properly closed down.

### **7 Petty Cash (E-Learning)**

Learn all about operating a petty cash tin in your school, including the procedures you should be following, and how to use Star Accounts to record, reconcile and top up your tin.

### **8 Purchasing Cards (E-Learning)**

This module covers everything you need to know about using and administering Purchasing Cards in schools.

### **9 VAT For Schools**

An interactive course that tackles the sometimes complex area of VAT. Lots of practical advice from the NCC Tax Manager to help you properly account for VAT at your school.

### **10 School Fund**

Everything you need to know about the School Fund Account! The course includes best practice guidance on appropriate expenditure, VAT, audit and using Star Accounts.

### **11 Dinner Monies Database**

Step-by-step training on how to use the Dinner Monies Database to record meals eaten, money received and banking. The software is provided at the course for you to take away.

### **12 Star Refresher**

A course for existing Star users to keep their knowledge and skills up-to-date in line with the fast development of Star Accounts. Plenty of hints, tips and problem solving activities!

# Course Booking

All bookings must be made through the website:



You can book on-line by visiting <http://efs.norfolk.gov.uk>. Select Courses ( Info and Booking ) from the A-Z menu.

Completion of a booking request will be taken as authorisation for the appropriate charge ( if applicable ) to be made to the school budget by journal transfer. Please ensure you have been given authorisation from the Headteacher / Responsible Budget Officer before booking.

## Pricing



All courses in the Leadership and Administration Programmes are provided **FREE** if your school has purchased a Finance Support Package for 2012-13.

Please see the website for non-contract prices.

## Finance Skills Challenge!

To help you identify and prioritise your learning needs, why not start by taking our Finance Skills Challenge?

The Finance Skills Challenge is based on a set of competencies that describe the skills and knowledge needed to be successful in both Financial Leadership and Administration. It gives you the opportunity to assess your own finance skills with what is expected.

You can access the challenge from the Courses section of the Schools Finance website.