

# Schools Finance

Training & Development



## Course Brochure 2011-12

# NCC Finance For Leadership Programme

The Finance For Leadership Programme is brand new this year and has been specifically designed to provide school leaders with the financial skills and knowledge needed to effectively manage finances within schools.

The programme consists of the following modules that can be attended individually or as part of a package:

## 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.

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# NCC Finance For Leadership Programme (Continued)

## 6 Capital Funding

All about your school's capital budget 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.

To help you identify your own training needs why not try our [Self Assessment Questionnaire](#).

The questionnaire is based on a set of underlying competencies that are required to be able to complete key financial tasks. It allows you to compare your current skills and knowledge with what is expected so you can identify any gaps that may need filling!

To book a course, to obtain further information or to complete the Self Assessment Questionnaire, please visit our website: <http://efs.norfolk.gov.uk> (Under 'C' in the A-Z Menu)

# Standalone Finance Courses

The following courses can be attended individually:

## 1 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.

## 2 Star Debtors

A practical course to provide instruction on how to effectively use the Debtors functionality within Star Accounts to raise invoices for lettings and services that your school provides.

## 3 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.

## 4 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.

## 5 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!

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

<http://efs.norfolk.gov.uk>

# NCC School Finance Administration Programme

The School Finance Administration Programme is brand new this year and 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 modules that can be attended individually or as part of a package:

## 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.

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# 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.

## Self Assessment Questionnaire

To help you identify your own training needs why not try our Self Assessment Questionnaire.

The questionnaire is based on a set of underlying competencies that are required to be able to complete key financial tasks. It allows you to compare your current skills and knowledge with what is expected so you can identify any gaps that may need filling!

## Further Information & Booking

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