

## Finance Services

### **On site finance support service for local authority maintained schools**

#### **Two, Three and six day service**

This service provides on-site support, advice and guidance to headteachers, business managers and finance staff in Suffolk local authority maintained schools.

#### **Key features of this service**

This service provides schools with two full days (or 4 half days), three full days or six full days\* from an on-site finance team member in their school and the opportunity to purchase additional days at a discount, subject to availability. Schools that purchase this service generally appreciate the reassurance of a periodic visit from a finance expert. Schools choose the type of visit they would like.

#### **The types of visits normally delivered would be:**

- Budget preparation
- Budget monitoring
- Virements
- Cash flow monitoring
- Strategic financial planning
- Financial reporting
- Report writing
- Problem solving
- Reconciliations
- Induction of new support staff involved with finance
- Support with bid writing
- Finance system health checks

- Benchmarking
- Year-end processes and closure

### **Quality and Performance standards**

Subject to availability, the service will aim to ensure continuity by providing the same member of the enhanced finance team on each visit. The team member will aim to be at school at 9.30am.

*Full days = \*6.5 hours.*

### **Availability**

This service is available to all local authority maintained schools. We offer a similar service for academy schools. Please see on-site finance support service for academies.

SIC and SFVS services can be completed as part of these visits with prior notification but additional charges will apply