

## Finance and Contracts Management

The Centre for Education Management (CEM) is recognised as the leading provider of support services to schools.

Our culture is centred on the belief that schools become powerful, sustainable learning communities when their staff are informed about current issues and developed professionally.

CEM provides the information and training that enables effective decision-making at school level and helps people develop to their full potential.

We deliver our services through a variety of media – courses, conferences, telephone support, consultancy and publications. We believe in enabling schools to maximise their available resources and ensure their staff grow in ability and confidence.

Our integrated range of services helps you and your staff to make the difference to your school.

### Workable financial solutions for schools

A school is not a business. However, today heads and senior staff are expected to have accounting and contracts management skills to capitalise on the resources available to their school.

CEM's Finance and Contracts Management service is designed to relieve that ever-growing administrative burden.

Our service team has an established track record of delivering advisory and consultancy solutions for regulatory bodies such as the DfES, Local Education Authorities and the Funding Agency for Schools. CEM provides confidence: to ensure confidentiality our accountancy work is delivered through Phoenix VFM. As an additional safeguard, our audit work is delivered through a completely separate audit practice. Our work is registered with and regulated by The Institute of Chartered Accountants in England and Wales. Indeed, the Service Director authored The Institute's best practice guide for auditors in schools.

Not every school needs their own bursar. Yet every head and chair of governors wants to know that financial matters are managed with probity. Our accountancy and audit services mean that you can commission as much or as little support as you need.

Our approach is hands-on. We provide qualified or part qualified accountants who understand the accounting software packages used in schools. Firstly, we create a personalised financial procedures manual. We then visit on a monthly or termly basis to manage your financial systems and to assist with the budget setting process. You can be assured that your budgeting and accounting systems are sound and operated in the best interests of your pupils.

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The Centre for  
Education Management

Tendering for out-sourced contracts can be time consuming and difficult. We can review your existing contracts, calculate a best-value score using OfSTED methodology and then benchmark your costs against national data. We also provide a full tender management service for new contracts. This service will advise on best value, support staff through the tender process and compare differing costs of provision.

Many schools are keen to review their catering contracts. A CEM review will use catering experts who are members of ethical bodies and, most importantly, are independent of any catering provider.

External audit ensures financial integrity. Our staff are trained to carry out external audit and internal health checks. We also act as Responsible Officer to schools. These services ensure that the financial procedures approved by the governing body are operating in practice. These rigorous and independent checks and balances provide peace of mind for both heads and chairs of governors.

How much time do you spend on fund-raising strategies? Our expert consultants will guide you through complex appeals documents, Charity Commission compliance and sports lottery bids. Your pupils will benefit from the additional funds and you won't need to sacrifice valuable staff time.

Many schools choose to out-source their payroll as part of their financial management strategy. The CEM payroll service delivers what schools want from a fully managed payroll service. You can take it for granted that your payroll will be managed efficiently. However, we will also make sure that staff are on the correct salary point, advise on pay differentials for the leadership group and give guidance on retirement, maternity and parental leave.

With CEM you take on the level of school financial operation that suits you. Because of this approach, we place a high importance on training. Training can be for the leadership group, individual staff or governors. You can choose to take advantage of our extensive public course programme or specify an on-site training session. When you commission CEM, you can be confident of quality.

With our hands-on, expert support in place, heads and senior managers can focus their attention on the real business of the school – teaching and learning.