

The Willows School Academy Trust



Delegation Mandate 2013-14

The Governing Body have delegated the following responsibilities:

1. Authorisation of Purchase Orders
2. Authorisation of Invoices for Payment
3. Authorisation of Virements up to the value of £20,000
4. Signing of cheques on a day to day basis
5. Authorisation of BACS payments for submittal
6. Authorisation of timesheets / sickness / absence records
7. Authorisation Lunchtime Supervision
8. Authorisation Overtime
9. Authorisation Payroll / Bank Reconciliations
10. Authorisation of Petty Cash Claims

Name	Job Title	Signature	Delegated Responsibility
Chiamaka Ezeani	Acting Chair of Governors		1,2,3,5,6,7,8,9,10
Malcolm Shaw	Headteacher		1,2,3,4,5,6,7,8,9,10
Helen Manwaring	Acting Business Manager		1,2,4,5,6,7,8,9,10
Paul Gregory-Hunt	Deputy Headteacher		1,2,4,5,6,7,8,9,10
Debbie Rowdene	Finance Officer		1,5,9,10
Sachdev Ladher	Finance Officer		1,5,10