

Job Title	Finance Manager
Pay Grade/scale	LBR 10, points 36-38 (£34,113 - £35,992pa)
Actual salary pro-rata: Salary per hour:	£ 11,464 - £12,096 (actual salary)
Core Hours/weeks	12 hours per week, 52 weeks per year
Location	Trust Central Team
Responsible to	CEO via Trust Business Lead (TBL)

Job Purpose

To be responsible to the Trust Business Lead (TBL) for the operation of all areas of finance and providing a high quality finance service to the central trust team and school and schools/provisions of the future.

This will include overseeing transactional procedures, preparing management accounts, year-end reporting and budget production and other financial reporting as required.

The Finance Manager will also be responsible for maintaining and developing financial controls and procedures and ensuring that these are adhered at all levels across the trust.

Duties and Responsibilities

- To provide the Chief Executive Officer (CEO) and Trust Business Lead (TBL), Trustees and Local Governing Bodies with monthly reports on the up to date financial position, working with the CEO and TBL to forecast expenditure accurately enabling management decisions to be made based on accurate and timely information.
- Support the TBL in the annual preparation of the academies budgets and any budget re-forecasts carried out throughout the year.
- Production of monthly and annual management accounts and forecasts, ensuring that deadlines are met.
- Functional responsibility for the operation of the trust and academy accounts including ensuring monthly balance sheet reconciliation, budget monitoring, monthly and annual closing down of accounts in accordance with financial principles of accrual accounting.
- To monitor all income and expenditure for the academies internal budgets; keeping appropriate budget holders informed of their balances and committed expenditure to ensure sound financial management.
- Maintaining fixed asset registers and reconciling these to the trial balance.
- To process cash book postings and nominal ledger journals including any central cost recharges.
- Manage the cash flow of the MAT and individual academies through weekly monitoring of the debtor and creditor positions in order to ensure a positive cash flow position and secure maximum benefit.
- To undertake checks of the monthly payroll reports against the budget reports, making any necessary amendments to ensure accuracy of the academies budgetary processes. To forward on any amendments as necessary to the HR Officer and/or the payroll provider.
- To assist all academies within the MAT with any financial queries as and when required and liaising with Heads of School on a regular basis.
- To develop and support the operation of the HCSS accounting package and other financial systems in use by the MAT.
- Provide accurate information to the trust's accountants to enable statutory accounts to be prepared in accordance with charity and company law.

- Support the TBL with external and internal audit arrangements as required by the Academies Financial Handbook and other ESFA requirements and that they implement audit requirements as it affects all financial activities at the MAT and the individual academies.
- Work with TBL to ensure that all statutory financial reporting to the ESFA, Companies House, Teachers' Pension Scheme and Local Government Pension Scheme, and HMRC is carried out accurately and to published schedules.
- Work within the principles of the Seven Principles of Public Life and ensure that the MAT and the individual academies comply with the Academies Financial Handbook and other relevant regulations at all times.
- Liaise with all external services and providers in regard to financial processes.
- Liaise with funding agencies to secure the optimum level of funding for the MAT.
- Identify potential funding opportunities, agencies government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with Trust Executive and school senior leadership teams to maximise income generation and financial growth.
- Oversee the processing of all financial documentation including the inputting of orders and processing of invoices and cheques to ensure prompt and accurate payments are made.
- Oversee the collection, banking and disbursement of all official monies (including schools lettings income) within the school to ensure they are accounted for in accordance with Financial Regulations.
- To provide financial support and cover to all academies within the trust, visiting as required.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential, personal and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

Education/Training

- Minimum of 2 x level 3 qualifications (A Level or equivalent) (E)
- Hold relevant accounting qualifications (e.g. CIPFA, AAT, ACCA, CIMA) (E)
- Evidence of managing complex demands with a high degree of customer satisfaction. (E)

Finance Experience

- Proven experience in all aspects of the Job Description (E)
- Experience of working in an educational environment (D)

Knowledge and Key Skills

- Have experience in the management and operation of academy accounting procedures (D)
- Have experience in charity and company accounts in accordance with charity law and Companies House statutory requirements (E)
- Exercises training and motivational skills in relation to other staff (E)
- To be highly organised with an ability to prioritise school maintenance needs, managing own workload, whilst ensuring that lower priority work is maintained (E)
- Good interpersonal skills to establish effective working relationships (E)
- Highly competent in the use of ICT (E)
- Experience in use and development of accounting software (E)

Job Circumstances

- Ability and means to travel between the academies and on trust business on a regular basis (any car mileage incurred will be reimbursed in accordance with the schools procedures). (E)
- To have an up to date enhanced DBS Disclosure (the school will organise this). (E)
- Ability to work flexibly. (E)

Other requirements (All Essential):

- Promote the vision, aims and values of the trust and in so doing support its leadership.
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person.
- Contribute to overall ethos/work aims of trust.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Establish constructive relationships and treat all users of the academy buildings and communities with courtesy and consideration.
- Participate in training and other learning activities and performance development.
- Present a professional and friendly disposition and personal image contributing to a welcoming environment.
- Be aware and support difference which supports equal opportunities for all.
- The trust is committed to Safe Guarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.