

Job Title	Finance Manager (Fixed term – Maternity Contract, up to 6 months)
Pay Grade/scale	OUTL10, points 30-32 £36,378.00 - £38,385.00 (full time equivalent)
Actual salary pro-rata:	£24,252.00 – £25,590.00
Core Hours/weeks	24 hours per week x 52.143 weeks per year (negotiable)
Location	Hatchside School, Newbury Park, IG2 (Working from home days)
Responsible to	CEO via Trust Business Lead (TBL)
Responsible for	Finance Assistant

Job Purpose

To be responsible to the Trust Business Lead (TBL) for the operational areas of finance, providing a high-quality central finance service to trust and schools (currently 2 over 3 sites) and schools/provisions of the future.

To lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To line manage small finance team (1 currently) and support and enable school staff to fulfil their financial obligations.

This will include overseeing finance systems, transactional procedures, preparation of monthly management accounts, year-end reporting and budget and other financial reporting as required including periodical statutory financial reporting to the Education and Skills Funding Agency (ESFA).

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

Duties and Responsibilities

- Work alongside the executive leadership team to assist the Trust Business Lead in ensuring that the schools meet their educational aims.
- Take a lead role in the planning, development, design, organisation and monitoring of the finance function within the schools.
- Be responsible for leading and managing trust finance staff and work with and support school staff to fulfil their financial obligations.
- To provide the Chief Executive Officer (CEO) and Trust Business Lead (TBL), Board of Trustees (BoT) and Local Governing Bodies (LGB) with monthly reports on the up to date financial position. Working with the TBL and CEO to forecast expenditure accurately enabling management decisions to be made based on accurate and timely information.
- Assist the TBL in the annual preparation of the 3-year budget setting for the trust and its schools (currently 2) and any budget re-forecasts as necessary throughout the year.
- Be responsible for the production of monthly and annual management accounts including forecasting and consolidation for trust level reporting where necessary, ensuring that all trust and ESFA statutory reporting deadlines are met.
- Functional responsibility for the operation of the trust and academy accounts including ensuring monthly balance sheet reconciliation, steady and consistent monitoring of budgets, 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 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 the use of and support others in the operation of the Access 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.
- Work with the TBL with external and internal audit arrangements as required by the Academy Trust 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 Seven Principles of Public Life and ensure that the trust and the individual academies comply with the Academy Trust 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.
- Ensure schools maximise income through grants, lettings and other activities and ensure accurate reporting and publication of the same.
- Be responsible for the recoupment of High Needs Funding, ensuring regular and accurate pupil tracking and reconciliation with schools and liaise with local authorities for timely payment of the same.
- Identify potential funding opportunities, agencies government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with trust executive and schools' senior leadership teams to maximise income generation and financial growth.
- Oversee the processing of all financial documentation for the schools 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 lettings income) within the schools to ensure they are accounted for in accordance with the Financial Regulations.
- To provide finance support and cover when necessary to all academies within the trust, visiting regularly and as required.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential, personal and sensitive information.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post.

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)
- High levels of numeracy and literacy (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)
- Possess highest standard of professionalism at all times (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 sites 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 continuous 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 and fairness for all.
- The trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.