

Salary:	NJC Pay Scale, Points 27-32
Responsible to:	Headteacher, CFO
Date of Job Description:	July 2024

Purpose of the Role:

- To produce management accounts, budgets and other financial information for the Academy ensuring that the Headteacher and Trust CFO are informed and up to date on the financial position of the school.
- To oversee internal controls at the academy.
- To line manage the academy finance team.

Main Tasks and Responsibilities

Management Accounting

- Preparation of monthly management accounts for the academy. Review of these accounts with the academy Headteacher to facilitate their oversight of the school budget.
- In conjunction with the Headteacher, preparation of annual budget and three-year plan.
- Maintenance of a rolling financial forecast, enabling SLT, CFO and FCAT Trustees to have confidence that any changes to budget are recognised and highlighted.
- To provide internal individual budget holders with details of their budget expenditure, checking for accuracy and offering advice as appropriate.
- To provide suggestions and advice to the Headteacher of ways of effecting budget efficiency savings.
- To contribute to the production of statistical information regarding the Academy's financial performance.

Financial Controls

- To be responsible for the effective management of the Academy's Financial records

and accounting systems and to ensure compliance with the Trust's financial procedures.

- To reconcile the academy bank accounts and cash collections and to monitor and report cashflows.
- To produce VAT reports for submission by FCAT Finance Lead. To ensure compliance with VAT regulations seeking advice where required from the FCAT Finance Lead.
- To be responsible for overseeing and authorising purchase orders and invoices in accordance with FCAT's Finance Regulations.
- To oversee the work of the finance team in processing all invoices and to make regular BACS payments to all academy suppliers within the appropriate time limits.
- To liaise with suppliers as appropriate, investigate queries and escalate where appropriate.
- To supervise and where required action the prompt raising of sales invoices in line with the Trust's financial procedures.
- To supervise the Finance team's liaison with debtors as appropriate, ensuring queries are investigated and matters escalated where appropriate.
- To maintain the register of fixed assets.

Other

- To attend FCAT Finance Panel and academy SLT meetings as required.
- To prepare information for internal and external audit and liaise with auditors.
- To authorise monthly payroll and manage the monthly checking of payroll data.

Staff Management

- Day to day line management of finance staff. This includes regular monitoring of the work of individual finance team members and providing appropriate feedback as well as attendance management, performance appraisal and management.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.