



JOB DESCRIPTION

Job Title: Assistant Finance Manager

Reporting to: Finance Manager

Grade: 11

Employee Values

The post holder will be expected to operate in line with our employee values which are:

- **Ambition without limit**
- **We break down barriers**
- **We turn our best into normal**
- **Every interaction counts**
- **We are a family**

Overall purpose of the post:

The Assistant Finance Manager will ensure efficiency of the finance function across two or more Academies by effectively managing the Academies financial resources and ensuring maximum value for money is achieved.

Providing efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

Main duties and responsibilities:

- Supervise the day to day operations of the finance departments and the staff within.
- Preparation and presentation of appropriate financial reports for stakeholders by making effective use of available financial tools
- Working in liaison with the Finance Manager and Senior Leadership Team in the setting and delivering the annual budget.
- Preparing and monitoring medium term budget plans.
- Preparation of detailed forecasts as required
- Budgetary control, ensuring allocations and transfers are appropriately applied
- Manage and co-ordinate bids for additional funding from a range of sources.
- Operating defined financial procedures in accordance with statutory guidelines, Financial Regulations, Trust and Academy Policy and Practice
- Co-ordinate the implementation and development of new and revised financial accounting systems where appropriate

- Liaise with and respond appropriately to the Trust's auditors
- Maintain data within the Academy Financial Information System
- Monitoring cash, cashflow and bank accounts
- Reconciliation of academy accounts and bank accounts in line with Trust requirements.
- Submission of statistical information as required to the Trust and other agencies.
- Manage procurement procedures in relation to goods and services, ensuring the principles of 'best value' are applied and managing the relationship with suppliers where appropriate
- Managing the invoicing, collection and banking of all income to the Academy
- Ensuring all final accounts procedures are completed within the guidelines stated

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Policies and Expected Standards

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times (the post holder will be expected to influence and develop the Trust policies as directed by the Chief Executive). The Code of Conduct for Employees in particular sets out what you, as a post holder, are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS and safeguarding training, as required under the latest version of Keeping Children Safe in Education. Staff have a duty to recognise and report any concerns they have about the safety or welfare of a child to the relevant and qualified individual within the organisation. The post holder will also be required to undertake Safer Recruitment Training.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work and the security of information. Staff must

recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.