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| **Finance Manager****Central Trust** |
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| **Job Description** |
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| **Reporting to** | Head of Finance |
| **Grade** | SO2 |
| **Date evaluated** | 2017 |
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| **Job Purpose** |
| To support the Head of Finance to provide effective and efficient financial management and contribute to the on-going development of the Multi-Academy Trust’s (MAT) finances and sites. |
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| **Key Accountabilities** |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.**Main Duties and Responsibilities*** Assisting the Head of Finance with all aspects of the development and effective operation of the finance function of the Trust in accordance with statutory requirements;
* Assisting the Head of Finance with operating and monitoring all accounts, budgets and forecasts;
* Co-ordinating and overseeing administrative routines relating to orders, income, expenditure, cheques, payroll and the receipt and distribution of goods and services;
* Liaising with the HR and Payroll to ensure the efficient administration of all aspects of payroll and pensions including monthly and annual returns;
* Maintaining and using MIS personnel information;
* Managing the finance system and BACs payment process;
* Establish and maintain good relationships with colleagues, suppliers, agencies and contractors;
* Provide efficient finance and administration assistance to the Head of Finance;
* In consultation with the Head of Finance, Principals and Chief Operating Officer prepare the annual budgets and update as necessary;
* Monitor income and expenditure in relation to the budgets and prepare monthly reports e.g. outstanding orders, creditors, debtors, invoices payable and receivable, reconcile trial balances, enter accruals and prepayments, and un-reconciled bank payments and present to the Head of Finance and Academy Principal;
* Ensure that all returns, reports and documentation are completed accurately within time constraints including reports to Senior Leaders and statistical returns (internal and external);
* Co-ordinate the collection, entry and extraction of data required to complete statutory returns;
* Co-ordinate all annual audits liaising with all parties involved;
* Develop and create systems to ensure accurate recording and reporting of all finances within the academy and Central Trust under the direction of the Head of Finance;
* Manage all bank accounts including the Credit cards, completing monthly reconciliations and reporting and addressing banking errors;
* Be responsible for overseeing the issue of invoices following up their prompt payment;
* Carry out and keep analysis of costs and other statistical information;
* Be conversant with the general principle of taxation applicable to the Trust and the financial implications of charitable status sharing your knowledge with Finance Assistants;
* Monitor petty cash transactions and bank reconciliations;
* Ensure that Finance Assistant process orders ensuring sufficient funds are available beforehand;
* Process payments ensuring proper authorisation having been gained and ensuring cheques or BACS transactions are signed or authorised by relevant signatories;
* Provide assistance to staff with regard to finance issues e.g. placing and following up orders and advising on best value;
* Co-ordinate and organise the letting of premises liaising with required staff to drive income;
* Assist in the establishment of a list of approved suppliers to ensure best value;
* Contribute to the evaluation and development of financial systems and procedures;
* Assist the Head of Finance with the review and update of the Trusts financial management manual;
* Ensure that all manual and computerised records and filing systems relating to all areas within the post holder's remit are maintained as required;
* Travel and work from academies as necessary;
* Liaise with HR and Payroll colleagues to ensure a seamless service;
* Line management responsibility for Finance Assistant(s);
* Prepare for quarterly or as necessary internal audits addressing any issues identified;
* Prepare for external audits;
* Manage the day to day finances of the academy, reporting to the Head of Finance as directed;
* Responsible for resolving day to day finance related queries including complex financial queries;
* Support the Head of Finance in investigating, managing and resolving complex financial queries.
* Support the Head of Finance with the processing of interacademy transactions;
* Be a point of contact for the Bank and support changes at Trust level in the finance system;
* Complete VAT submissions, where necessary, in the absence of the Head of Finance;
* Support Training across the Trust and cover staff absences if needed.

**General*** Maintain confidentiality in and outside the workplace;
* Support the implementation of academy policies;
* Promote the inclusion and acceptance of all pupils;
* Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
* Attend and participate in meetings and training opportunities;
* Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. |
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| Confidentiality |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.  |
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| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. |
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| **Safeguarding** |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. |

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| **Person Specification** |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | * Part professional qualification (e.g. ACCA, CIMA etc) or School Business Manager qualification or equivalent;
* Finance experience within a professional setting;
 | 1. Full professional qualification (e.g. ACCA, CIMA etc);
2. experience of working in a financial role within a school setting;
3. Experience of procuring and monitoring quality services;
4. Experience of completing bids for external funding
5. Experience of managing others.
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| **Skills & Knowledge** | * Ability to interpret complex financial data;
* Ability to present to the board, SLTs and other senior groups;
* Ability to use management software;
* Ability to communicate complex information effectively to a wide range of parties, including the use of presentations/spreadsheets;
* Demonstrate understanding of the impact of related non–financial decisions;
* Ability to delegate tasks where appropriate;
* Ability to work under own initiative with sound personal, administration and time management skills;
* Excellent IT skills, particularly MS Excel.
 | * Knowledge of academy policy and practice;
* Knowledge of schools and local government financial scheme of delegation;
* Knowledge and understanding of DfE/EFA and Trust financial procedures;
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| **Personal Qualities** | * Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy;
* Commitment to self and team development;
* Willingness to travel to other sites within the Trust.
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