

Sikh Academies Trust

Deputy Finance Manager

Pay Level 6



Purpose of role:

- To provide support to the finance function of the Academy Trust.
- To assist & support with all effective operations of financial systems and procedures.
- To support academy budget setting and monitoring, departmental budget, costing activities and development of budget profiles.
- To assist in relation to the payroll process, pensions and other related reporting.
- To ensure financial compliance in line with the Academies Financial Handbook
- To be functionally responsible for those services which ensure the effective finance operations of the academy to include Payroll, Pensions, HMRC & VAT.
- Assist with regular reporting to management, DfE, etc and audit.
- To assist in contracts management, cost saving initiatives, other efficiency savings and process improvements including any identified by auditors/scrutineers.

Main duties and responsibilities: (include, but are not limited to)

- Support to provide high quality financial advice and guidance to head teachers budget holders and the Senior Leadership Team and the Executive Leadership Team
- Assist/Prepare financial forecasts, business plans, reports and returns, to ensure the strategic development of the Academy, and long-term sustainability of the budget in line with DfE/EFSA requirements.
- Assist with update, monitor and maintain the Academy's financial procedures annually, in line with the Academies Financial Handbook, ensuring staff comply with them and that they are compliant with the Trust's own policies and procedures, advising the Chief Finance Officer/Head of Finance of any potential breaches or non-compliance across the Academy.
- Assist the Chief Finance Officer/Head of Finance to provide high quality financial advice and guidance to school business managers, budget holders and the Senior Leadership Team, Executive Leadership Team
- Monitoring all budgets and the productions of regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with Trust's financial regulations and public procurement regulations at all times and discuss on a regular basis with the Chief Finance Officer/Head of Finance
- Support the Chief Finance Officer/Head of Finance in the implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Academies, and long-term sustainability of the budgets.
- Ensure that the finance software system reflect the latest accurate position, month-end close and finalisation of management reports are made in a timely and accurate manner
- Be responsible for early detection of overspend, deficit or cash flow concerns and reporting immediately to the local school Headteacher & Chief Finance Officer/Head of Finance.
- Be responsible for regular monitoring and reconciliation of the Trust Bank Accounts and other nominal accounts (e.g., Balance Sheet/Fixed Asset reconciliations), ensuring that transactions are relevant to the local school/trust.

- Be responsible for ensuring timely funding payments are made to the local schools bank

accounts

- Ensure familiarity with the Chart of Accounts to ensure income and expenditure is allocated appropriately.
- Be responsible for ensuring that the Academy Trust expenditure remain within an annual budget.
- Assist/Explore, research and submit applications for additional funding, in line with eligibility, to ensure that local schools and central services receive the relevant funding available to them
- Be responsible for ensuring all month end procedures and reports are completed and shared with the Chief Finance Officer/Head of Finance, Local Schools, Chair of Audit Committee (trustees) and Chair of Trustees.
- Ensure that all schools within the Multi Academy Trust are receiving all relevant DfE Grants and SEN Additional Funding in a timely manner.
- Fully support the migration of any Finance/Payroll related software systems where applicable.

- Submit pay related information to payroll provider and coordinate payroll and pensions processing on a monthly basis, provide correct information to payroll provider, check their work and get approval by Chief Finance Officer/Head of Finance.
- Ensure that the all financial statutory requirements for the Trust website have been met e.g., Financial Accounts, Register of Interest, Financial Policy and Procedures
- Fully support the Finance functions of new schools that join the Multi Academy Trust to include any relevant training
- Support the delivery of the three year financial plan taking into account ESFA and DfE guidelines / funding and identifying additional sources of external revenue and funding;
- In partnership with the Chief Finance Officer/Head of Finance, Executive Head and Headteachers, preparation of the annual budget in accordance with the requirements of the Governing Body and the Trust.
- Prepare audit files and liaise with external and internal auditors/ scrutineer/responsible officer, ensuring all necessary records are available to support the monthly management accounts/annual returns/financial compliance in line with the Academies Financial Handbook
- Ensure the Academy remains compliant with VAT requirements, including monitoring the Academy's VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines and those of the Trust
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts.
- Attend and present financial management reports, budgets at Finance Committee meetings (including Sub-committee meetings) if required.
- Ensure accurate pension administration and be the link to LGPS and Teacher Pension schemes.
- Ensure that the Academies have a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place
- Oversee cash management including any academy/school credit card systems we may have in the future, ensuring that internal controls covering the handling of cash & academy/school credit cards are robust and receipts are in place for all transactions.
- Support the coordination of the external and internal audit teams, ensuring that all work is undertaken to meet Trustee and statutory and compliance requirements.
- Be responsible for the required audits associated with Monthly payroll e.g. TPS audit (EOYC).

- Support the CFO/HOF and ensure that all internal and external returns are made on time to include but not restricted to BFR, BFRO, Land & Buildings and SMRA.
- Support/Lead on procurement for major contract, arranging and obtaining relevant quotations and putting together business plan for Trustee's approval.
 - Liaise with software providers to discuss any concerns with the finance/payroll/other systems. Investigate and remedy to ensure that there is no detriment to the Academy Trust.

- Support/Be responsible for the performance management of other Finance staff (one Finance Officer and outsourced providers).
- Answer any queries from staff or others in relation to pay, pensions, and expenditures and incomes.
- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust
- The post holder is required to undertake additional duties as may be reasonably expected within the scope and grading for the post.
- Assist HR with on-boarding of staff and support with updating and management of SIMS.

General:

- To act as an ambassador for Sikh Academies Trust representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager
- Follow Trust Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the Trust.

This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)

<p>Qualifications</p> <ul style="list-style-type: none"> • Appropriate Professional, Qualification (i.e. ACCA/CIMA studier, AAT qualified) or qualified by experience 	E	A
<p>Experience</p> <ul style="list-style-type: none"> • Minimum three years' experience in Senior Finance role, including two with line management responsibility. • Experience of operating within an education or public service sector environment. (Prefer, but not essential of two years' experience in the Education sector). • Experience of MAT or group accounting • Experience of Integrated Accounting software procedures including business planning and appraisal software • Line management experience including appraisals, staff development and training 	E E E E	A/I A/I A/I A/I
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Up to date knowledge of financial standards and legislation • Excellent organisation and administrative skills • Excellent leadership, communication (oral and written) and interpersonal skills • Proven track record of building strong personal relationships and credibility at senior level across all internal functions 	E E E E	A/I A/I A/I A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> • An innovative approach and high energy levels Enthusiastic and action orientated • Commitment to team and strong team player • Strong commercial acumen and strategic thinking ability • Able to manage conflicting priorities and changing requirements in line with Co- operative values and principles. 	E E E E	A/I A/I A/I A/I