

**JOB DESCRIPTION****EIAT Trust Finance Manager**

Reporting to: CFOO

Location: Trust offices, establishments and some remote, flexible working

Hours: Full time (36.5 hours per week) and all year round, although there may be some flexibility for the right candidate

Grade/salary: Grade 5, Spinal Column Points (SCPs) 32 to 40

Salary: £41,511 to £49,764 salary range as at 01.09.2024 pending pay review

Pay progression: Incremental progression within the grade will be subject to service length

**Role Purpose:**

The Trust is seeking a Finance Manager to manage the financial operations of the Trust to help maintain the financial health of the Trust and its establishments. The role will provide day-to-day support to our establishment leadership teams and Chief Finance and Operations Officer (CFOO). The role involves managing and maintaining the Trust's purchasing platform, oversight of operational budgets, preparing reports, supporting establishments and offering actionable recommendations to help drive the Trust's financial planning and operational decisions. This role has an operational rather than a financial reporting focus. There is an emphasis on the use of financial information to inform decision-making rather than the production of it.

**Key Responsibilities:****Operational Financial Management and Monitoring**

- Manage and maintain the Trust's purchasing system including user set up and access, approval rules and department budgets
- Establish close working relationships and regular meetings with establishment Heads to understand student cohorts, staffing structures/requirements and approved budgets, ensuring 'no surprises' in terms of financial performance
- Work collaboratively to ensure the effective support of establishments, from time to time performing such other duties as may be required including part-time secondment/projects to undertake specific finance functions as necessary
- Ensure sales invoices are raised in a timely manner and receipts posted correctly to the Trust's finance system
- Ensure that bank reconciliations are kept up to date
- Reviewing BACS runs before they are approved for payment
- Ensure petty cash resources and school funds (and any other non-budget funds) are managed effectively and remain compliant
- Identify and action opportunities to use shared/preferred suppliers across the Trust
- Ensure that commitments are reviewed regularly and unwanted requisitions/orders are cancelled
- Provide financial insights and recommendations to support decision-making processes



- Line manage Trust Business Support Officer (direct) and Finance Officers (indirect)

**Financial Compliance**

- Develop and maintain a thorough understanding of the requirements of the DfE's Academy Trust Handbook, local and national standards and financial regulations
- Support the CFOO with reports and analysis for establishment leadership teams
- Work with the CFOO on monitoring and improving financial processes and controls to improve efficiency in financial operations
- Support the CFOO in the review and development of internal controls and systems that meet the requirements of the Trust and DfE
- Ensure Trust financial policies, systems, processes meet best practice and all compliance standards

**Payroll**

- Perform monthly salary monitoring for all establishments in the Trust, including liaising with HR colleagues and updating the Trust's budgeting system as appropriate
- Administering the day to day updating of the Trust's budgeting system regarding salary scales, pension rates, and any other relevant information for all categories of staff
- Ensure that Tax, NI and other deductions are made correctly and liaise with the external payroll provider regarding any discrepancies
- Ensure all statutory requirements are met, for example in relation to maternity pay, paternity pay, court orders etc
- Assist HR Colleagues and employees to resolve any payroll issues liaising with the external payroll provider as necessary
- Coordinate with the external payroll provider and EIAT HR Manager to manage deductions for third parties
- Assist with internal and external audits by providing payroll records and relevant documentation
- Supporting with any other pension or payroll related data commensurate with this role
- Confidentiality: maintain strict confidentiality of payroll information at all times.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the CEO, the CFOO or the incumbent of the post.



### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential/Desirable (E/D)	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Maths and English GCSE/'O' Level passes (E)	AF/C/T
	Recognised accounting qualification (eg. ACCA, CIMA, ACA) (D)	AF/C
<b>Knowledge and Experience</b> Relevant work and other experience	Excellent knowledge of operational budget monitoring (E)	AF/I
	Experience of the academies or education sector (E)	AF/I
	Experience of line managing (finance) staff (E)	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	Strong leadership and team management skills.	AF/I
	Provide coaching and development to team members, fostering a culture of continuous improvement.	AF/I
	Excellent communication skills and stakeholder management, both written and verbal (E)	AF/I
	Strong analytical skills and attention to detail (E)	AF/I
	Experience of Planergy, Xero and/or IMP (D)	AF/I
	Developed IT skills, with the ability to utilise a wide range of applications and in particular MS Excel (E)	AF/I
	Highly organised and able to manage workload effectively to meet organisational priorities and deadlines (E)	AF/I
	Ability to work independently and manage time effectively in a remote working environment (E)	AF/I



<b>Behaviours</b>	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)	AF/I
	Tenacious in resolving issues of all kinds and in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	Integrity, enthusiasm and commitment (E)	AF/I
	Flexible approach to work (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc (E)	AF/I
<b>Safeguarding</b>	Enhanced DBS  <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	

**All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.**