ENHANCE ACADEMY TRUST

JOB DESCRIPTION

Job Title	Finance & Operations Manager	**Base**	Central Team
Salary	NJC SCP 36-39	**Contract**	Permanent

Reporting to:	Chief Financial Officer

MAIN PURPOSE OF THE POST

- To oversee all finance functions of the Trust.
- To be highly proactive in ensuring all finance functions are operating effectively and efficiently, to make the best use of resources that enable Enhance Academy Trust to deliver excellent education.
- To be proactive in sourcing funding and writing appropriate bids.
- To work in partnership with the Trust Estates Manager to manage the allocation of SCA funding.
- To ensure that the Trust meets all of its statutory and regulatory requirements.
- To support the academies in their financial management.
- To be responsible for ensuring each academy follows the Trust financial regulations and provide the information in a timely and accurate manner.

ROLES AND RESPONSIBILITIES

Leadership:

- To support the CEO, CFO and Central Team to embed the right culture and develop change management plans where necessary.
- To advise the CEO and CFO on all matters relating to the finance functions of the Trust.
- To seek best practice and be entrepreneurial and innovative when looking for solutions and solving problems.
- To line manage the Trust Finance Team
- To support the CFO to provide high quality financial advice and guidance in the management of public funds, to the Trust and academy leadership teams, ensuring compliance with Trust policies, financial regulation and the Academy Trust Handbook.
- To act as a finance partner for a number of academies, leading regular finance meetings with Headteachers to support academy financial management, support strategic financial planning and provide a high level of technical finance support.

Main Responsibilities:

- To ensure compliance with the Trust's Financial Management Policy and the Academy Trust Handbook.
- To advise and liaise with Headteachers, Trust BMs and SBMs at academies on budgetary controls, finance systems and processes.
- To maintain and/or oversee all central transactions for the Trust, including but not limited to:
    - VAT returns
    - PAYE settlements
    - Central procurement
    - Recharges/Inter-Trust transactions
    - Capital spend
- To prepare and review management accounts for each academy and the Trust's Central Team.
- To review monthly financial returns submitted by the academies to core finance, ensuring the template has been fully completed and that control accounts are reconciled, and all transactions have been posted correctly.
- To monitor academy capital expenditure and ensure that assets are accurately recorded and verified on a periodic basis in accordance with trust accounting policies and procedures.
- To maintain the Fixed Asset register and associated reporting in line with statutory accounts requirements.
- To work with academies to agree and set budgets for review by the CFO.

- To work with academy finance staff to ensure working budgets reflect up to date data and staffing structures.
- To answer day to day queries raised by academy staff.
- To work with the CFO to ensure returns to DfE are made within the timescales set out in the Academy Trust Handbook.
- To work with the CFO in the preparation of the statutory accounts for the Trust.
- To review or prepare journals as required.
- To identify areas for training and development for the academy finance teams.
- To oversee the transactions and preparation of financial statements for the Enhance Trading company.

General:

- To provide strategic leadership, direction and management, in relation to (but not limited to) finance and procurement.
- To provide information for statistical and other returns for the DFE, HMRC and other agencies as required.

Procurement:

- To work with senior leaders in schools to access best value across the Trust and give advice on workable solutions that provide cost savings without compromising quality.
- To regularly monitor and manage the Trust's service level agreements with key academy leaders to ensure value for money is achieved.
- To collaborate with the CFO on responsibility for financial reporting with CFO in relation to procurement to lead on analysis and support decision making.
- To advise the CEO and Trust Board, on procurement policy, provide appraisals for particular projects and develop business plans with long-term financial strategy for the future development of the Academy.
- To use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly.
- To monitor procurement performance ensuring value for money and advising on areas of potential saving.
- To work with the CFO to submit procurement information to support the accounts and financial reports for Enhance governance as required.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

RESPONSIBILITY OF RESOURCES
Employees (Supervision): Supervision of 2-9 employees. Including Trust Business Managers, central team office staff
Financial: Accounting for £250k-£2m
Physical: Travel to schools across the Trust
Customers and Clients: Senior Leaders, Central staff., Headteachers, School Business Managers, support staff at school level. **External** Local Authority representatives, Contractors, Suppliers

WORKING CONDITIONS
Enhance Academy Trust based, some travel may be required across the Trust.

CHARACTERISTICS OF THE POST
Employees are encouraged to participate in training activities in order to enhance their own personal development. All employees of Enhance Academy Trust have a responsibility for promoting and safeguarding the welfare of all our pupils. **The employment checks are required:** • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) • Evidence of safeguarding check e.g. DBS Disclosure **The following employment checks are required for those positions which are based in a school and or working in regulated activity:** **Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure with Barred list**

PERSON SPECIFICATION		
Personal Qualities, Qualifications & Experience		
	Essential	**Desirable**
Good general education	Y	
Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least at that level	Y	
Certificate or Diploma of School Business Management (NVQ 4/HND), or working towards this qualification, or equivalent qualification.	Y	
Accounting qualification (AAT level 4) or ability to demonstrate equivalent experience	Y	
Good ICT skills	Y	
Able to work well within a team	Y	
Able to work well under pressure	Y	
Good organisational skills	Y	
Able to work accurately and with attention to detail	Y	
Ability to work on own initiative	Y	
Good communication skills, both written and oral	Y	
Willing to develop personal skills through training	Y	
Flexible and adaptable	Y	
Access to own vehicle	Y	
Line management experience	Y	
Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job	Y	
Understanding of and commitment to safeguarding in a school setting and how it relates to the duties of the job	Y	
Experience of income generation strategies		Y
Experience of working with payroll systems		Y
Good working knowledge of spreadsheet IT packages	Y	
At least one year working knowledge working within a school environment	Y	
Substantial experience in financial management	Y	