**Job Description**

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| **Job Title** | **MAT Finance Manager** |
| **Grade** | **Scale 8, SCP 25-28** |
| **Reports to** | **Executive Headteacher and Trustees** |
| **Liaison with** | **Executive Headteacher, Headteachers, Trustees, Governors,**  **School and Trust Staff and External Agencies** |
| **Job Purpose** | To oversee financial arrangements and control and to assist the Executive Headteacher and Headteachers in budget reviews, projections, setting and monitoring.  To lead, operate, maintain and develop administrative and financial procedures and systems of the Trust, in co-operation with the Executive Headteacher, Trustees and Governors, ensuring that financial and legal requirements regarding people and property and function of the Trust are maintained.  To advise the Executive Headteacher and Headteachers on all financial matters so as to contribute to the successful and efficient operation of the Trust and its schools. |
| **Duties** | **Finance**  Working with the Executive Headteacher and Headteachers, the Finance Manager will prepare and monitor an annual budget for the schools and Trust to be submitted to the Governing Body and Trustees andwill providespecific expertise in long-term financial management. The Finance Manager will be responsible specifically for:   * Advising the Executive Headteacher/Headteachers on general financial policy and planning. * Prepare Budgets including future years’ budgets, based on each school’s estimated funding and trends in expenditure, to enable leaders to make strategic, long-term decisions. * Monitoring the annual budget and presenting management reports to the Executives Headteacher/Headteachers/Trustees/Governors at relevant meetings. * Comply with the financial reporting requirements of the Academy Trust Handbook (ATH) and submit statutory returns. * Ensuring the Trust has appropriate financial systems and managing all aspects of the financial systems ensuring accurate financial records are maintained and reported on a regular basis to the Executive Headteacher, Headteachers and Governors and Trustees in Accordance with the ATH. * Preparation and reporting of monthly management accounts, in accordance with the ATH, to include income and expenditure, cashflow forecasts, reserves position, balance sheet etc. * Advising on the best utilisation of school funds and investing them accordingly. * Preparing annual accounts in conjunction with external Auditors. * Ensure timely and accurate submission of all statutory and non-statutory financial returns. * To lead on writing the financial sections of bids for funding as required by the Trust and DfE. * Submitting capital bids to the ESFA. * Monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors. Preparation of financial appraisals for projects, as required. * Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money. * Managing the tendering for all service contracts and monitoring all contracts with a view to cost effectiveness. * Monitor the standard and cost effectiveness of each school’s catering arrangements in conjunction with the catering manager, within agreed performance indicators. * To be responsible for seeking professional advice on insurance and advising on appropriate insurances for the school, and handling any claims that arise. * Annual audits of pension schemes. |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy. * Ensure that all duties and services provided are in accordance with General Data Protection Regulation and the School’s GDPR Policies and Procedures. * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment. * The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

**Person Specification – Finance Manager**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | An appropriate financial professional qualification (desirable)  Successful accounting experience  Understanding of charity accounts (desirable) |
| Knowledge of relevant policies and procedures | Knowledge of appropriate school financial policies and procedures (training will be provided)  Understanding of Sage 200 financial system or other similar financial system |
| Literacy | Good pass in English GCSE (or equivalent)  Ability to communicate effectively in a clear and concise manner |
| Numeracy | Good pass in Maths GCSE (or equivalent)  The ability to prepare, monitor, evaluate and review the budget  Preparation, understanding and interpretation of all financial data  Ability to undertake complex financial/budgetary calculations |
| Technology | Thorough working knowledge of ICT and software relating to finance. |
| **Communication** | Written | Ability to complete complex returns, write professional letters and reports |
| Verbal | Ability to exchange complex information clearly and sensitively. Ability to address staff, Trustees and Governing Body |
| Negotiating | Ability to negotiate effectively to achieve best outcomes.  Ability to manage difficult or controversial exchanges. |
| Behaviour Management | Understand and support the school’s behaviour management policy |
| **Working with others** | Relationships | Ability to establish rapport and respectful and trusting relationships with all staff  The ability and personal qualities to motivate staff  The ability to receive as well as give constructive advice  Establish effective relationships with those working in and with the school |
| Team work | Ability to make a distinctive contribution to the work of a team both as a member and manager and continuously look for ways to improve team dynamics |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve |
| Organisational skills | Excellent organisational skills  Ability to remain calm under pressure  Experience of strategic planning activities and the development of business plans (desirable)  Experience of financial planning, financial management and budgetary control within an organisation  Have the ability to plan at both the tactical and strategic level |
| **Responsibilities** | Line Management | Ability to manage, motivate and support the work of others |
| Time Management | Be well organised, have a high level of initiative and be able to delegate effectively and appropriately  Able to ensure that tight, strict deadlines are met. |
| Equalities | Demonstrate a commitment to equality |
| **General** | Health & Safety | Excellent understanding of Health and Safety. |
| Child Protection | Understand and implement Child Protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality and apply them. |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance  Ability to transfer new knowledge to the workplace |