

Name		<b>Alec Reed Academy</b> <b>Job Description</b>
Post No.		
Date drafted	December 2024	
Date reviewed	February 2025	



**ALEC REED ACADEMY**  
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

**MANAGEMENT DETAILS**

Job Title	<b>FINANCE MANAGER</b>
Location/work base	Central Admin Office
Grade	
Reporting to:	The Board of Trustee's through the Principal & CEO
Line Manager	Director of Finance
Posts directly supervised:	Resources Administrator
Staff or contractors indirectly supervised	Finance Officer Reprographics Service & Student Uniform Shop Manager

**THE MAIN PURPOSE OF THE JOB**

**Purpose:**

The main purpose of the job is to assist the Director of Finance with the management and control of the Academy's financial and other resources and with the planning, allocating and using financial resources in a manner which satisfies the requirements of accountability, good governance, value for money and financial control. The Finance Manager has responsibility for line management of the Resources Administrator.

You are required to maintain confidentiality of information acquired in the course of undertaking duties for the department and be honest and trustworthy in all your dealings in connection with the job.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The responsibilities of the Finance Manager include:

### **Financial Management**

- Ensuring that Purchase ledger, Sales ledger, Cash book and Petty Cash are maintained in a timely manner and oversee the work of Resources Administrator in relation to these ledgers.
- Assist with Audits and Internal Scrutiny visit to ensure compliance and address any findings.
- Regularly review departmental budget performance, identify variances, and work with department managers to manage their budgets effectively. Communicate with staff to resolve any budget-related questions or issues.
- Compile and submit quarterly VAT returns for the academy group, ensuring accuracy and compliance with tax regulations.
- Assist with the administration of the academy's investment portfolio, giving due regard to cash flow and ensuring compliance with the Investment policy.
- Assist with the administration of Academy bank Accounts.
- Handle finance-related administration for the John Chilton School lease.
- Conduct financial analysis and modelling to support decision-making and strategic planning as and when required.
- Monitor and recover debts to maintain financial health.
- Address any issues or questions related to the web-based purchase ordering system to ensure smooth operation.
- Ensure compliance with Alec Reed Academy's Academy Financial Handbook.

### **Payroll**

- Review and supervise monthly Payroll and pension administration, ensuring all payroll processes are completed accurately and on time by the Finance Officer.
- In the absence of Finance Officer, complete the payroll in a timely manner.
- Compile and prepare necessary documentation for the Senior Leadership Team to review and approve performance-based pay awards in October.

### **Procurement and Contracts**

- Ensure all staff follow the procurement process as listed in the Academy's Financial Handbook
- Obtain competitive quotes for significant purchases to ensure value for money.
- Collaborate with Resources Assistant to maintain the contracts ledger to track agreements and renewals.

### **Retail Management**

Collaborate with Reprographics Service & Student Uniform Shop Manager to:

- Oversee uniform stock levels to ensure the shop is well-stocked and the online store is updated and ready for peak periods, such as summer.
- Coordinate with suppliers to order uniforms, ensuring timely delivery.
- Meet with uniform suppliers annually or as needed to maintain business relationships and promptly resolve any issues with the uniforms.
- Develop a staffing plan to ensure the uniform shop is adequately staffed during the summer holidays.

- Oversee the paper stock required to meet the needs to the Academy, placing order in bulk as and when required.

### **Parent and Student Services**

- Issue login details to parents and staff for accessing school parent pay system.
- Set up music lessons, after school club, and nursery on Parent Pay
- Disburse Post 16 Bursary payments termly.
- To oversee the financial processes relating to Academy trips/events and ensure they breakeven.

### **Systems Administration**

- Assist with the administration of iTrent system and Academy's accounting system.
- Provide training to staff on using web purchase requisitioning system.
- Assist with implementation of a new accounting system.

### **Health and Safety**

- Take reasonable care for the health and safety of yourself and others and cooperate with the governing body and management to ensure a safe and healthy workplace.
- Ensure to safeguard and promote the welfare of children and young people and follow the Academy's policies and the staff code of conduct.
- To deputise for the Director of Finance where appropriate and necessary.
- Undertake any other tasks as requested to meet the needs of the Academy.