Job Description

Job Title: **Finance Manager**

Accountable to: Chief Financial and Operations Officer

Reporting: Senior Finance Officer and Finance Officer

Hours: 37 hours per week, 52 weeks per year
Part-time/term time only will also be considered

Core Purpose:

The post holder has day-to-day responsibility, under the direction of the Chief Financial and Operations Officer (‘CFOO’), for the finance function of AUEA, and subject to approval the newly formed AUSEAT Multi Academy Trust.

Key role activities will be Student Number Planning, ESFA and other returns, Management Accounts production, Funding identification, application and reconciliation, Budgeting and Forecasting (for CFOO review), Contracts and Procurement, Payroll (including SLA management), Business Case development (for CFOO review) and Operational and Tactical Business Partnering.

The post holder will also support the CFOO with the preparation of Board papers, audit, governance and risk activities.

The role is responsible for the management of two Finance Officers and therefore has indirect responsibility for all aspects of financial operations, control and management.

Key Responsibilities:

1) To ensure the effective daily and periodic operation of the finance system and associated procedures for purchasing, sales, income and expenditure including:
   - maintenance of the purchase ledger, sales ledger, fixed asset ledger and cashbooks
   - performing month-end controls and reconciliations with the nominal ledger and the bank statements and production of standard reports
   - maintenance of the supplier records, overseeing the payment run process and responding to supplier queries
   - organising periodic accruals, general updates, housekeeping and adjustments to correct errors
   - reviewing and developing processes and procedures to maximise efficiency and opportunities arising from technological advances

2) To provide an efficient procurement service to AUEA by:
   - optimal sourcing to achieve best value, including preparing specifications and evaluating competitive tendering
   - training, supporting and advising non-finance staff in good purchasing practice
   - managing the timely production of requisitions and orders, particularly to meet curriculum needs, to prevent shortages and to aid facilities management
   - responding to ad hoc and emergency situations requiring provisions and supplies

- running a service hub and shop for basic items of equipment for students

3) To process income received and ensure that monies due to AUEA are fully invoiced, accounted for and collected, including ad hoc grants, sales and students charges.

4) To maintain the AUEA fixed asset register and provide periodic reports for SLT and the Board of progress against capital budgets and project plans, participating in relevant meetings.

5) To manage the cash office and make appropriate arrangements for petty cash and banking, including reconciliation to deposit records, purchase card and bank statements and to supervise bank account administration via the Lloyds Commercial Banking Online system.

6) To ensure accurate and timely processing of all transactions, including 16-19 bursaries and expense claims, and to carry out all required reconciliations and record-keeping.

7) To maintain strong internal control in all areas in accordance with AUEA's financial policies and procedures and under the guidance of the CFOO, the internal and external auditors and in accordance with the Academy Trust Handbook.

8) To support the CFOO with the year-end accounting and liaison with the auditors, providing full evidence and explanations for transactions processed and preparing schedules to substantiate the balance sheet.

9) To foster good financial practice throughout AUEA, as a key senior member of the Finance team, by providing specific support and advice to staff, responding to queries, supporting budget holders to interpret financial information for effective decision-making and to take ownership of their financial management responsibilities.

10) To attend the Leadership and Finance Forum meetings and other executive meetings as required and to represent AUEA externally as appropriate, e.g. Titan Partnership, BASBM, Academies Show, etc.

11) To deputise for the CFOO when necessary and to carry out any other reasonable instructions from the SLT and Board as required.

Responsibility for supporting AUEA:

1) Promoting and safeguarding the welfare of children and young people.

2) Supporting and promoting the Academy ethos and contributing to the overall aims of the Academy as a University Technical College.

3) Being aware of and complying with policies and procedures relating to staff conduct, child protection, health and safety, security, confidentiality and data protection, including reporting any concerns to an appropriate person.

4) Appreciating and supporting the role of other professionals.

5) Attending and participating in relevant meetings as required.

6) Participating in training and performance development as required.