AYLESFORD SCHOOL
WARWICK

Job Description – Finance Manager

Post: **Finance Manager**

Grade/Scale: **Scale P (Points 34-36 £51,928.00 - £54,143.00 FTE)**

Contract: **22.5 hours per week**
9.30am – 2.30pm Monday to Friday (with a daily 30-minute lunch break)
Term Time Only – plus 4 weeks (42 weeks per annum)
2 of which should be worked in the Summer preparing for Year End

Start date: **January 2027**

This job description may be amended at any time, following consultation between the post holder and the Head teacher and will be reviewed annually.

The post holder is responsible to the Director of Operations.

Core purpose

- To be responsible for the efficient management of Trust finance in accordance with the requirement of the Governors, DfE and external auditors.
- Support the Director of Operations in all matters related to the efficient, effective and legally compliant operation of Academy Trust services.
- To ensure rigorous financial procedures and controls are implemented and followed Trust wide.

Specific duties and responsibilities
Strategic & Operational

- To support the Director of Operations in the preparation long term strategic planning.
- To develop the capacity of the Academy Trust to respond to both increased financial opportunity and accountability.
- To support the sustained growth and development of The Academy Trust through the identification and pursuit of opportunities for additional funding.
- To support the efficient procurement of Trust services and where required liaise directly with potential business partners.
- To advise the Director of Operations on investments, financial policy and the development of long-term business plans essential to the future development of the Academy Trust.
- Assist the Headteacher and Director of Operations with the preparation of the annual 3-year budget plan ready for presentation to the Governors.
- To attend Governor Finance committee meetings as required to present the financial position of the Trust.
- Support leaders with requests for financial information, analysis or costings.
- To advise and support academy staff with the requirements for managing public funds including but not limited to SEND and Pupil Premium.

- In liaison with academy colleagues, ensure that any grant income is spent in accordance with grant conditions and associated action plans.
- To support and advise on the preparation and submission of the Trust's statutory audits, reports and returns to the DfE, HMRC and Companies House.
- To assist the Director of Operations in ensuring finance policies are revised annually and presented to Governors

Financial Management

- Line Management of Finance Team
- Support the trust to prepare school annual budgets and reforecasts for submission to the appropriate governor committees.
- Actively monitor the agreed budgets/reforecasts and advise the Headteacher and Director of Operations of any variations and prepare proposals to address those variations.
- Ensure accurate and rigid record keeping and compliance to satisfy audit requirements.
- Preparation of monthly management accounts and reports for key stakeholders.
- Completion of monthly balance sheet reconciliations and fixed asset registers.
- Ensure the efficient running of all financial procedures to include:
    - Payroll procedures in partnership with our payroll provider
    - Procurement and order processing of all goods and services and liaison with suppliers
    - Preparation and authorisation of invoices
    - BACs payments
    - Banking of monies and control of petty cash payments
    - Credit card processing
    - Recovery of bad debt
    - Journal processing
    - Making Vat 126 claims and processing Vat reimbursements
    - Advising budget holders of financial procedures and monitoring expenditure
    - Managing of Parent Pay
    - Renewal of annual insurances

Returns and Compliance

- Ensure all day-to-day finance transactions are compliant with Academies' Financial procedures, Academy Trust Handbook and annual audit requirements
- Prepare for year end and the annual audit
- Prepare materials for the Annual Financial Statements Trustees report
- Prepare financial data & reports in the preparation of DfE budget forecasts and other report requirements as follows: -
    - DfE Returns
    - Annual financial statements and trustee reports
    - Reports to Governors
    - AAR
    - Budget Forecast return (BFR)
    - Budget Forecast return output (BFRO)
    - Companies House Annual Return
    - TPS End of Year Certificate
    - LGPS End of Year Certificate

All members of the school support staff are expected to:

- Work towards and support the school's vision and objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents, colleagues and guests.
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.

Signature _____**(Post holder)**

Date _____

Signature _____**(Headteacher)**

Date _____