



Finance Manager

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| Salary / grade range | £51,362 - £59,052 (pay award pending) |
| Location | Primarily Co-op Academy Leeds |
| Reports to | Regional Finance Director (dotted line to Academy Headteacher) |

Purpose of role:

To provide support to the finance function of the Academy Trust. To assist with all aspects of development and effective operation of financial systems, procedures and controls. To oversee academy budget setting and monitoring, departmental budget, costing activities and development of budget profiles. To be functionally responsible for those services which ensure the effective operations of the academy.

Key accountabilities (and specific duties / responsibilities):

Financial Management

- Provide high quality financial advice and guidance Business Managers, budget holders and the Senior Leadership Team;
- Support the Regional Finance Director in monitoring all budgets and the productions of regular comprehensive monthly management reports to ensure efficient and effective control of income and expenditure complying with Trust's financial regulations and public procurement regulations at all times;
- Support the Regional Finance Director in the preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Academy, and long term sustainability of the budget;
- Update, monitor and maintain the Academy's financial policies and procedures, ensuring all staff comply with them and that they are compliant with the Trust's own policies and procedures, advising the Regional Finance Director of any potential breaches or non-compliance across the Academy;
- Support the Regional Finance Director to ensure that the finance systems reflect the latest accurate position, month-end close and finalisation of management reports are made in a timely and accurate manner;



- Development and delivery of the three year financial plan taking into account Education and Skills Funding Agency guidelines / funding and identifying additional sources of external revenue and funding;
- Preparation of the annual budget in accordance with the requirements of the Governing Body and the Trust.

Financial Accounting and Reporting

- Prepare monthly accounts and reconciliations necessary to support the monthly management accounts;
- Ensure the Academy remains compliant with VAT requirements, including monitoring the Academy's VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines and those of the Trust;
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts;
- Attend and present financial management reports, budgets to Local Governing Council meetings (including Sub-committee meetings);
- Lead on updating the Academy's fixed asset register, including additions, disposals, transfers and depreciation charges;
- Support the Regional Finance Director in the coordination of the external and internal audit teams, ensuring that all work is undertaken in order to meet Governance and statutory requirements.

Treasury Management

- Ensure that the Academies have a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place;
- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust.

Payroll

- Managing the payroll function to provide an efficient and effective payroll service which is locally managed in order to meet the needs of the Academies;
- Ensure accurate pension administration and be the link to Local Government Pensions Scheme and Teacher Pension schemes;
- Be responsible for the required audits associated with payroll e.g. Teachers Pension Scheme audit;
- Ensure that all internal and external financial returns are made on time.



Leadership

- Be responsible for the line management of finance staff including performance management and development;
- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.

The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust/Academy.

Personal attributes required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
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| Qualifications <ul style="list-style-type: none"> • Degree level or equivalent • Appropriate professional qualification - ACA/CIPFA/ACCA/CIMA fully qualified accountant | | A A |
| Experience <ul style="list-style-type: none"> • Minimum three years' experience in Senior Finance role, including two with line management responsibility. • Experience of operating within an education or service sector environment. • Experience of Multi Academy Trust or group accounting environment • Experience of Integrated Accounting software procedures including business planning and | D D | A/I A/I A/I A/I |



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| investment appraisal software <ul style="list-style-type: none"> Line management experience including appraisals, staff development and training | D | A/I |
| Skills, Ability, Knowledge <ul style="list-style-type: none"> Up to date knowledge of financial standards and legislation Excellent organisation and administrative skills Excellent leadership, communication (oral and written) and interpersonal skills Proven track record of building strong personal relationships and credibility at senior level across all internal functions | | A/I A/I A/I A/I |
| Personal Qualities <ul style="list-style-type: none"> An innovative approach and high energy levels Enthusiastic and action orientated Commitment to team and strong team player Strong commercial acumen and strategic thinking ability Able to manage conflicting priorities and changing requirements in line with Co- operative values and principles. | | A/I A/I A/I A/I A/I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.