Job Description

Title:	**Finance Manager**
Accountable to:	Financial Controller
Responsible for:	Accounting team members
Salary:	£43,149 – £47,665 (PO2 – PO3, 31 – 35)
Hours:	37 hours per week, all year round
Location:	Flexible office bases across EMET, Hybrid working, travel across the Trust required as necessary

Position Overview

The role will be based within the East Midlands Education Trust central team. In our pursuit of excellence in all that we do, the Finance Manager will support the Trust Financial Controller to deliver a high quality finance service and ensure the efficient and effective use of financial resources across the Trust.

The primary purpose of the job is to:

- Manage members of the Accounting team
- Ensure the integrity of the financial accounts is true and accurate
- Ensure compliance with relevant accounting policies, procedures and regulations
- Ensure that relevant stakeholders are kept informed of the financial performance of the central Trust and academies through the preparation of monthly consolidated income and expenditure, balance sheet, cashflow and dashboard reports (to include KPI reporting)

This is a broad and hands-on role, providing excellent opportunities to learn and grow a skillset across the finance function, wider operational and educational landscape of the Trust. The role will require someone with excellent organisational skills, the ability to prioritise a demanding workload, is flexible in their approach to work, is resilient and has excellent communication skills. It will involve working closely with the central finance team, the wider central team and budget holders, individual school leaders, and other relevant external bodies.

Main duties

Line Management

- Line manage members of the accounting team, including responsibility for the performance management of those staff, annual appraisal and mid-year review in line with the appraisal policy
- Ensure appropriate workload allocation, sharing of knowledge, review performance and instil a culture of continuous improvement and outstanding customer service
- Review the teams financial transaction postings to maintain high level of accuracy
- Support and train team members

Financial Transactions

- Oversee and manage the central financial operations for a group of schools
- To undertake responsibility for the day to day administration of the transaction financial processes for these schools within the trust, including:
    - Accounts receivable process (raising Sales invoices, credit control)
    - Assisting with quarterly VAT return preparation
    - Payroll related journals
    - Maintain the trips ledger
    - Staff expenses process
    - Charge cards
    - Foreign currency
    - Month end processes including accruals & prepayments
    - Bank transactions
    - Payment review and approval

- Ensure the consistency, accuracy and timeliness of financial transactional processing across the Trust
- Provide help and guidance to the Trust's school and central teams on all accounting issues

Reporting

- Accurately and efficiently maintain monthly routines within the finance function to enable timely financial reporting both internally and externally
- Completion of month end tasks within agreed month end timetable deadlines
- Full ownership of the monthly balance sheet reconciliation process for group of schools. Ensuring all reconciliations are complete, accurate, reviewed and supported by clear evidence, for approval by the Financial Controller
- Review aged and unusual balances, investigate reconciling items and ensure corrective action is agreed and completed promptly
- Assist Finance Business Partners with the preparation of full monthly management accounts including income and expenditure, balance sheet
- Assist Financial Controller in preparing full monthly management accounts for the central Trust and other locations as required, including income and expenditure, balance sheet and cash flow forecast
- Ensure that all financial data produced is fit for the purpose of supporting financial reporting and strategic decision making activities
- Provide accurate, robust data and information to support analytical work within Trust schools and the central Trust

Financial accounting

- Maintenance the chart of accounts and coding structures in the finance system
- Responsible for leading on, monitoring and ensuring compliance with financial month / year end procedures and deadlines across schools and the central team
- Provide support and guidance for month and year end processes across the whole Trust
- Monitor and reconcile Capital Income and Expenditure for group of schools
- Provide support for the external and internal audit and statutory accounts process
- Provide support with PAYE Settlement Agreement submission
- To provide support in all aspects of financial accounting issue

Financial systems and internal controls

- Ensure that control and procedure frameworks are precisely followed
- Monitoring of progress against actions identified through internal audit
- Identify potential improvements to processes and procedures to improve efficiency and control
- Actively supporting an effective and robust financial control environment, delivering value for money for the Trust
- Train central team members using the finance systems.
- Support school staff using finance systems

Financial and other accounting related returns

- Assist the Financial Controller in the preparation, checking and collation of information / data required for the purpose of the Trust's annual financial returns to the ESFA, DfE, HMRC, and Teachers Pensions
- To assist with the completion of any other finance and accounting related returns for submission to other external bodies / agencies

General Duties

- Engage as an active member of the central team.
- Be a flexible and supportive member of the team.
- Be willing to undertake professional development where appropriate.
- Any other duties as directed by the Financial Controller

Criteria	Essential	Desirable
Qualifications & Training		
Studied to a minimum standard of 5 A*- C GCSEs including English and Maths	X	
AAT qualified -OR- Full or part formal accountancy qualification (ACA, ACCA, CIPFA, CIMA)	X	X
Experience		
A minimum of 3 years' experience of working within finance and accounting in a high compliance environment	X	
Prior experience in a hands on Finance Manager position / Management Accountant role		X
Experience of working in a school or multi academy trust finance environment		X
Knowledge and experience using accounting software and systems	X	
Knowledge and experience using Sage Intacct		X
Excellent knowledge and understanding of financial operating systems and internal control mechanisms	X	
Knowledge and experience conducting financial reconciliations	X	
Knowledge and experience reviewing financial data to ensure accuracy and producing commentary	X	
Experience maintaining fixed asset register and lease register		X
Experience preparing accurate financial reports and statements for internal and external stakeholders.	X	

Working as a member of a team and experience of supporting the work of other team members	X	
Experience training team members and monitoring progress	X	
Prior line management experience		X
Experience of prioritising workload, time management and conflicting priorities	X	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	X	
Producing VAT returns and reconciling VAT control accounts Completing Partial Exemption VAT	X	 X
Providing external and internal audit support		X
Behaviours		
Excellent interpersonal skills.	X	
Confident in challenging explanations, escalating risks and holding others accountable for agreed actions.	X	
Professional and approachable	X	
Ability to problem solve as part of a team or working alone	X	
Confident at following through on tasks and resolving queries	X	
Proactive	X	
Demonstrates resilience	X	
Can work collaboratively with others and develop good working relationships	X	
Keen to find improved ways of working to increase accuracy and efficiency whilst maintaining robust controls	X	
Take full responsibility for accurate timely completion of financial tasks for group of schools	X	
Skills		
Excellent verbal and written communication skills, ability to explain complex financial data to non-finance professionals	X	
Excellent IT skills and the ability to use all MS Office suite and bespoke financial accounting software	X	
Excellent excel skills - (Lookups, pivot tables etc.)	X	
Able to find efficient ways of working on finance software and share with team	X	
Excellent planning and organisation skills	X	
Evidence of ability to work to tight deadlines, managing and prioritising time effectively with little close supervision	X	
Capacity to manage own work pressure and that of others effectively	X	
High level of accuracy and attention to detail	X	
Ability to work independently, flexibly and use own initiative to overcome obstacles	X	
Creating reports and spreadsheets to support financial data analysis	X	
Attributes		
Demonstrate an understanding of the EMET vision and values and how they will/do align themselves	X	
Have a positive attitude to personal development and training	X	
Other		
Be able to work at times and locations aligned to service provision	X	
Occasional work outside normal working hours - prior notice given	X	
Driving Licence and car - Ability to travel to all Trust sites	X	