

Finance Manager

Job Description

Post title HCAT Finance Manager

Grade 10

Reports to CFO

Location of the post – works either centrally or across a number of school sites

Main Purpose of the Post

To lead, develop and oversee all financial matters and systems within the allocated schools/trust area, advising the Head Teacher, Senior Management and the Trust where necessary on matters of a financial nature.

The post holder ensures that systems are in place, which will enable effective budget setting and monitoring for each school in line with ESFA financial regulations and good accountancy practice.

Main Duties and Responsibilities

1. Ensures that effective processes are in place that are up to date and comply with financial regulations and good accountancy practice to enable accurate coding and allocations of spend to budget. Continuously seeks to improve the work of the team seeking guidance from the CFO when appropriate.
2. Leads the budget setting process for allocated schools liaising with the Head and CFO to arrive at a budget that reflects the school development plan and the school's needs.
3. Ensures regular monitoring of all budgets, investigating and taking corrective action as appropriate and referring any problems to the CFO or appropriate Headteacher. Monitors income and expenditure for all budget headings including SEN and community use.
4. Ensures value for money by investigating best value and arranging for competitive quotations for the supply of goods and services in liaison with budget holders and senior staff. Evaluates financial options and makes recommendations.
5. Prepares detailed estimates annually including notes of assumptions made, for approval by the Head and final approval by Trust.
6. Prepares the three-year budget plan to support the school improvement plan liaising with budget holders and the senior management team and presents to the DCFO, CEO, VCEO, CFO.
7. Provides regular financial reports to the Senior Management Team of the allocated school/area, detailing the monitoring of budgets within the school. Provides a summary of the financial implications of changes to policies and operational practices – internal and external. Prepares reports and presentations as appropriate.
8. Contributes to the recruitment, induction and deployment of staff who carry out financial tasks to ensure a high quality service is provided in line with audit requirements. Works

with the Office Manager to allocate finance work, contribute to regular appraisal and training of staff to ensure that they have the appropriate skill and knowledge to perform financial tasks.

9. Ensures that all financial returns for outside bodies are accurately completed and returned as required. Makes arrangements for the internal and external audit of accounts, preparing and providing information requested.
10. Works with the Office Manager to ensure that systems are in place for the collection, accounting, and banking of all monies to facilitate the smooth running of the Local Bank Account system.
11. Monitors the regular recording of purchases and carries out spot checks to ensure that the inventory is kept up to date in line with a pre-determined timescale.
12. Monitors and oversees the payroll notification of starters, leavers and changes to the payroll system for allocated schools/areas, ensuring that information is provided to and received from the payroll team adhering to current Inland Revenue rules and guidance.
13. Any other reasonable duties.

Responsibility

The postholder contributes to line management responsibility for junior financial staff or clerical staff who carry out financial tasks. Ensures the development of these staff to ensure that they are up to date with effective practice and systems and are aware of financial regulations.

The postholder has responsibility for the safe and secure storage of financial information. This comes in three forms (i) data held on the school's computer network (ii) hard copies of documentation (iii) on the cloud. Much of this data may be of a sensitive nature.

Accountable for multiple schools/trust budgets. Responsible for financial systems and ensuring compliance with financial regulations.

Decision Making

The postholder interprets financial regulations and establishes robust systems which meet audit requirements and conform to good financial practice.

Decisions resulting from the interpretation of (i) current legislation, some of which is highly complex (ii) Trust financial rules and regulations, (iii) rules and regulations from external bodies (e.g. ESFA), some of which is also complex.

Decisions recommending when/how to resolve over/under spending within the allocated schools' budgets overall.

Decisions regarding the scheduling of payments (i.e. to ensure that the school has an adequate cash flow at all times)

Decisions regarding the three-year budget plan.

Contacts and Reason for the Contact:

Internal:

CFO – to appraise them regularly of the budget positions and discuss recommendation for remedial action if necessary.

The school/trust admin staff – to explain financial systems, discuss queries and problems. To contribute to appraisals, assess training needs and recommend career development.

Budget holders within the school/trust – to meet regularly to discuss the findings of budget monitoring and recommend resolutions to over/under spending. To provide advice in relation to new budget demands and recommend virements if appropriate – subject to approval by the CFO and appropriate Trust committees.

External

ESFA to seek guidance on regulations and coordinate audit and ad hoc checks by the Agency

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Minimum of AAT Level 4 qualification or equivalent and/or at least 5 years financial experience at suitable level.			
EXPERIENCE	At least 3 years' experience of producing management accounts.		In an Academy Trust setting	
KNOWLEDGE	<p>Exhaustive knowledge of financial procedures and policies</p> <p>An in depth understanding of financial management and good practice.</p> <p>Knowledge of financial regulations in an organisation of a similar size and complexity</p> <p>Appreciation of the functions of a school and the funding requirements to support the curriculum.</p> <p>Knowledge of the DfES funding streams and grants and how to access them.</p> <p>Financial monitoring systems and workflow to support efficient processing of invoices to charge for student supplies and bills from suppliers.</p>		<p>X</p> <p>X</p>	

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SKILLS	<p>Budget monitoring skills</p> <p>Prioritisation and organisation skills</p> <p>Advanced ICT and keyboard skills to support effective use of technology.</p> <p>Ability to produce the management reports required to enable effective financial reporting to budget holders, the senior management team and the Trust.</p> <p>Interpersonal skills to contribute to the budget setting process with budget holders.</p> <p>Presentation skills when working with Trustees and Senior Staff.</p>			
PERSONAL QUALITIES	<p>Team Player</p> <p>Ability to work on own</p> <p>Ability to work to deadlines and under pressure.</p> <p>Ability to multi-task across tasks and schools as required.</p> <p>Ability to develop key relationships at school level, trust level and across the schools at all levels.</p>	Interview		

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OTHER REQUIREMENTS	Safeguarding – a basic understanding	Interview		

*Key: AF=application form; I=interview; T=test; P=presentation; R=references