

Finance Manager

We are seeking to hire a Finance Manager. This is a full-time, year-round position, with some flexibility for the right candidate.

Job Title:	Finance Manager
Pay Scale:	PO 4/5 covering points 35 - 41
Reports to:	Director of Finance
Main purpose of the post: As the Finance Manager for the Trust, the post-holder will be an integral part of the central team assisting with the strategic leadership and will provide extensive day to day support to the Director of Finance (DoF) and the Trust Chief Operations Officer (COO) on finance and resources matters. In particular the post holder will: Work with the DoF and COO in providing high quality strategic financial planning to ensure the Trust makes the best possible use of its resources and is able to provide the best outcome for pupils within its schools. Preparation of monthly management and year end accounts. During the year ensuring the back up for the year end audit is saved in a manner to provide to the auditors and liaising with them to ensure a successful audit report. Ensure all funding is received from the different funding schemes - Department for Education, Local Authority, parents and third parties and that all expenditure is as expected and authorised in accordance with the scheme of delegation. Manage a finance processing team to ensure these objectives are achieved in a timely and accurate manner. Work with schools on matters relating to finance and resources and assist in providing advice and guidance to individual schools. Support the DoF and COO in the design and implementation of systems, policies and procedures to ensure compliance in all relevant legislation relating to the Trust. Being proactive in working with all parties including the central business team in providing effective and efficient financial management for the Trust.	

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Employment Duties:

This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.

Key Tasks and Activities:

General

To work closely with the DoF and COO, auditors and other external parties.

Develop effective relationships with key stakeholders

To provide information for decision making when required.

To support the central business team financial operations

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Working with the DoF and COO on the following -

1. Developing and monitoring the annual budget in conjunction with the individual schools and assisting the DOF reporting to the Trust Board as appropriate.
2. Advising the Trust Board on financial strategy that supports the educational aims and ethos of the LEO.
3. To develop and implement robust financial management policies, processes and reporting systems that satisfy statutory accounting and audit requirements and ensure compliance with the Academies Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
4. Providing the external accountants with the information to prepare the year end accounts. During the year ensuring the back up for the year end audit is saved in a manner to provide to the auditors and liaising with the auditors to ensure a successful audit report.
5. Preparing and submitting financial returns.
6. Providing consolidated management information to the Trust Board and appropriate committees on the financial performance of LEO and individual schools, making any recommendations as required.
7. To maximise funding by bidding for grants and sponsorship opportunities
8. Supporting the central business team and school-based finance staff and providing appropriate training and support on agreed procedures.

Procurement

1. Establish, monitor and review policies relating to buying and ordering to demonstrate compliance and value for money.
2. Work with the DoF and COO and the procurement officer in ensuring best value in the acquisition of all services and resources through effective procurement.

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3. Monitor and review of contracts to ensure quality and best value.	
To ensure compliance with tender policies and processes when securing contracts.	
General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description may be amended at any time to meet the operational needs of the Trust.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

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Person Specification

Values	Essential	Desirable
Values diversity and difference, operates with integrity and openness	<input checked="" type="checkbox"/>	
Works collaboratively with others, is positive and helpful, listens, involves, respects and learns from the contribution of others	<input checked="" type="checkbox"/>	
Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation	<input checked="" type="checkbox"/>	
Actively develops themselves and supports others to do the same	<input checked="" type="checkbox"/>	
Qualifications		
Relevant professional qualification in accounting (e.g. ACA, ACCA, CIMA) or comparable financial experience	<input checked="" type="checkbox"/>	
Knowledge and Experience		
Understanding of Academy Finance		<input checked="" type="checkbox"/>
Experience of financial analysis	<input checked="" type="checkbox"/>	
Experience of assisting in the strategic financial planning of a maintained school, academy or other organisation	<input checked="" type="checkbox"/>	
Experience of working with and or leading a team	<input checked="" type="checkbox"/>	
Experience in the use of financial accounting software packages	<input checked="" type="checkbox"/>	
Experience of procuring and monitoring of contracts to ensure value for money and key performance indicators are met		<input checked="" type="checkbox"/>
Experience of working with Trustees, Governors or Executive Directors/Principals		<input checked="" type="checkbox"/>
Skills and Capabilities		
Strong financial analysis skills with the ability to analyse large amounts of data, interpret and communicate complex financial information	<input checked="" type="checkbox"/>	
Able to communicate complex information orally and in writing	<input checked="" type="checkbox"/>	

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Ability to compile reports and data	<input checked="" type="checkbox"/>	
Ability to negotiate and network	<input checked="" type="checkbox"/>	
Ability to work strategically and implement creative solutions.	<input checked="" type="checkbox"/>	
Excellent time management skills	<input checked="" type="checkbox"/>	
Ability to multi task and project management	<input checked="" type="checkbox"/>	
Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales	<input checked="" type="checkbox"/>	