

## Matrix Academy Trust

### Job Description – Finance Manager

Reports to:	Finance Director
Arrangement	Full time – 37 Hours Monday to Thursday 8.00am to 4.00pm Friday 8.00am to 3.30pm with half an hour lunch. All year round (including school holidays) 26 days' holiday + 9 bank holidays
Salary	Scale Group 16 Spine Points 61-65
Location	Matrix Academy Trust Head Office, International House, 1 <sup>st</sup> Floor, 20 Hatherton Street, Walsall, WS4 2LA
Main Purpose	To be responsible and accountable for the day to day management of the finance department, creating a strategic trust standard. As a member of the Central Support Team you will make a significant contribution to the growth and development of the Trust.
Key Relationships	The Finance Manager will be accountable to the Finance Director and working closely with the CFOO, CEO, Headteachers, the Trust Board, Central Support Team and will have contact with managers and staff within the trust. You will be required to liaise and work closely with external bodies including DfE, ESFA, and other legislative bodies.
Main Duties:	<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Line Management of AP Manager, supporting the management of the other finance departments</li> <li>• Ensure the continuous development of the finance team_</li> <li>• Provide leadership, motivation, support and control of the finance staff, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times</li> <li>• Ensure month end deadlines are met by the Finance team</li> <li>• Training of the Finance Team, along with any new members of staff in partnership with line managers</li> <li>• Keep an accurate record of all finance training including the signing off of new staff training schedules within their probationary period</li> <li>• Support the finance team with processing of complex transactions on the accounting system providing advice, guidance and training to upskill every member of the team</li> <li>• In conjunction with the FD, prepare training sessions for the finance team to ensure compliance with statutory requirements and to strive for efficiency with all working practices e.g. regular fraud training</li> <li>• Manage the internal audit process with the FD</li> <li>• Play a key role in the annual external audit</li> <li>• Assist the Finance Director in the preparation of returns and reports for CEO, CFOO, ESFA, Department for Education, NCTL, HMRC and Companies House</li> <li>• Ensure an accurate record of business interest forms are kept up to date, updating annually and when new staff start</li> <li>• Quarterly spot checks of related party transactions using business interest forms</li> <li>• identify related party transactions prior to any purchase engagement</li> <li>• In conjunction with the FD and finance managers manage the process of recruitment and selection of finance staff</li> <li>• Admin of Online Banking Facility</li> <li>• Oversee the finance team calendar in conjunction with AP manager and MA&amp;G Manager</li> <li>• Run fortnightly finance meetings</li> <li>• Actively support good communication practices within your work and</li> </ul>

- promote and maintain good team work
- Designate and complete necessary work and updates through Teams

### **Management**

- Provide finance support to headteachers and all school staff
- Final review of staff system access including finance staff and school based staff, restricting access to specific roles
- Oversee all finance systems, ensure access to these at all times
- Ensure that if banking of cash is required the process is fit for purpose, safeguards staff and funds and is only completed as a last resort e.g. charity days
- Negotiate, implement, manage and monitor the provision of finance services and systems
- Develop with the FD an annual training schedule for school staff, providing training and support where required
- Develop and utilise SharePoint and Teams ensuring all documentation, guidance and procedures are shared
- Represent the Trust Finance team on appropriate regional and national events
- Develop close working relationships with Academy Leadership Teams and staff, to respond to queries and requirements.

### **Compliance & Reporting**

- Create, monitor and develop KPIs
- Develop effective systems of internal audit control, in accordance with the ESFA's Academies Financial Handbook
- Support in the Due Diligence and action plans of potential schools joining the trust
- Continue the cashless strategy across the trust
- In conjunction with the FD annually update the financial procedures manual for trustee review and approval
- Implement an approved suppliers list to use within the trust
- Liaise with the software providers to ensure that any issues are quickly resolved and cause minimal disruption to the operation of the finance team
- Ensure all staff annually archive financial records, including scanning disposal and rotation
- Quarterly review of aged debtors/aged creditors, identify potential problems and investigating reasons for incorrect credit/debit balances
- Quarterly Review of all necessary quotes and tender paperwork is attached to orders and in line with purchasing thresholds
- Quarterly review of Non order lists
- Drive discounts across the trust ensuring the AP team undertake value for money checks
- Spot checks on trip reconciliation and review reports being sent to trip leaders
- With the AP Manager review the trip setup and management processes within finance
- Quarterly review of trip surplus/deficit balances discussing with headteachers as required
- Work with the Catering Services Manager to provide information for reporting and supplier data analysis

### **Strategic Leadership across the MAT**

- Ensure that all policies and procedures are fit for purpose, in date and followed by yourself, team and staff working across the MAT.
- Deliver first class training to your department and appropriate training to meet the needs of the Trust and its schools.

	<ul style="list-style-type: none"> <li>• Conduct Performance Management reviews of your staff.</li> <li>• Facilitate and lead regular network meetings for your department.</li> <li>• Understand that you are a senior member of the Trust and as such be an exemplary role model for all other staff.</li> <li>• Be actively involved in shaping the future direction of the MAT, contributing to and driving the Trust’s vision.</li> <li>• Be a proactive contributor to MAT Central Team meetings.</li> <li>• Take ownership with other departmental leads of the Trust risk register, Trust Strategic Plan and all other action plans for the Trust where appropriate.</li> <li>• Ensure that there is effective communication with other departments and schools across the MAT, both at a strategic level and functional day-to-day level.</li> <li>• Ensure effective financial management, meeting the needs of audit whilst realising cost savings wherever possible.</li> <li>• Effectively support and hold to account staff within your department where the need arises following relevant HR procedures.</li> <li>• Be strategic in responding to incidents, working with other senior leaders under pressure; you will be able to prioritise effectively when there are conflicting demands.</li> <li>• To monitor, review and devise new systems and procedures to improve efficiency and meet/maintain quality standards</li> <li>• Perform due diligence checks and create reports on any potential schools who may join the Trust in the future.</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Trust community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> <li>• To undertake any duties reasonably directed by the Chief Financial and Operating Officer and CEO.</li> </ul>

This job description may be amended at any time, following consultation between the CFOO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CFOO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Finance Manager**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications and skills</b>		
Holding a relevant Finance/Accounts or Managerial qualification	E	
Strong leadership and analytical skills	E	
Understanding of how to take action and seek solutions	E	
<b>Experience and Knowledge</b>		
A minimum of 5 years' experience working within a Finance/Accounts department	E	
Experience of managing staff in a fast paced environment	E	
Understanding of accounting processes and procedures	E	
Ability to work between different sets of data accurately	D	
Good level of competence in Excel, Word, Outlook and computerised accounting software	E	
Ability to work with other department, individuals and suppliers to resolve financial issues	E	
Worked within the Education sector	D	
<b>Practical Skills, Personal Qualities and Behavioral Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	A/I/S
Effective team worker	E	A/I
Ability to establish good working relationships	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I
Able to confidently handle queries and challenges	E	A/I
Willingness to learn new skills and undertake relevant professional development	E	A/I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal recor*