

Job Description

Job Title:	Finance Manager
Reporting to:	Finance Director / Assistant Finance Director
Grade:	13

Overall purpose of the post:

Lead the financial control and management of up to 5 Secondary academies in the Trust.

Play a lead role in developing and applying best practice across the Trust.

Provide financial leadership for new academies that are brought into the Trust, driving improvements and acting as a temporary resource that can be called upon until a permanent structure is established.

Ensure that all relevant financial information and reporting is produced to a high standard and within deadlines.

Ensure compliance with all financial regulations and Trust policies whilst maximising value for money.

Main duties and responsibilities:

- Lead in driving best practice across the Trust
- Implement Trust policies and processes
- Lead the timely and accurate production of regular forecasts for up to 5 secondary academies and support the consolidated group financial reporting
- Work effectively with non-Finance staff to provide accurate and concise financial information to assist in decision making and to improve financial awareness
- Produce monthly financial management reports (Income & Expenditure statement including explanation of material variances, Balance Sheet, Cash Flow statement and Capital Expenditure reports)
- Manage the preparation and review of monthly balance sheet account reconciliations
- Lead in the development of medium and long term financial plans for up to 5 academies
- Liaise with Group Finance and external auditors as required
- Ensure appropriate levels of systems and internal control are in place to provide assurance that financial records/projections are accurate and to mitigate against risks such as fraud
- Provide information as required for OGAT statutory returns e.g. VAT

- Assist with/complete returns for submission to external bodies/agencies
- Represent the Finance at meetings such as the Local Academy Council and Schools Forum as required
- Ad hoc project work and other duties consistent with role, including the production and monitoring of financial policies and procedures

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.