

JOB DESCRIPTION

Job title	Finance Manager
Post Number	-
Grade	NJC PO2 (scale points 29 to 32)
Accountable to:	Headteacher
Accountable for:	Finance Officers/Assistants
Job purpose	To lead, operate, maintain and develop the financial systems and procedures in accordance with the latest version of the Academies Financial Handbook.
Key accountabilities:	<ol style="list-style-type: none"> 1. To manage the School's accounts and assist in the preparation of returns and reports to comply with financial regulations. 2. To prepare, report, analyse and present income and expenditure information, trends and variances. 3. To line manage the finance teams. 4. Adhere to the Academy Trust Handbook and Trust's Finance Calendar
Key internal contacts	<ul style="list-style-type: none"> • Trust Finance Team • Headteacher • Heads of School/Senior Leadership Team • HR Officer • Site Supervisor • ICT Systems Coordinator • Curriculum Leaders
Key external contacts	<ul style="list-style-type: none"> • Suppliers and contractors • Auditors
Special circumstances:	<ul style="list-style-type: none"> • Hold a current Enhanced DBS check • Hold a current driving license and use of own transport to carry out business on behalf of the Trust. • Willing to work beyond conventional hours at peak times (eg audit) • Holidays may not be taken during term time.

Key Duties

Budgeting

To assist the Chief Finance Officer with the budgetary process, including:

- Lead in the preparation of the school's annual budget build process by reviewing all financial information pertaining to the school
- Liaising with Headteacher, Heads of School, senior staff, contractors and suppliers to construct a three-year rolling budget.
- Producing monthly reports and schedules to monitor actual revenue and expenditure against forecast.
- Monitor income and expenditure, conduct variance analysis and prepare accurate information to allow construction of the school's cash flow statements
- Provide monthly accurate financial information and guidance to Head of School, budget holders, Central Finance and local governing
- Identify cost-reduction opportunities and ensure value for money in all procurement activities and researching suppliers and contractors to ensure efficiency, effectiveness and economy is attained
- Maximise Income throughout the school and ensure appropriate processes and procedures are in place to manage.
- Researching suppliers and contractors to ensure best value is attained.

Financial Management

To assist the Chief Finance Officer with financial management of the School, including:

- Oversee day to day financial operations, including accounts payable, accounts receivable and charge cards.
- Monitoring and reconciling the bank accounts, reviewing cash flow and reporting any discrepancies.
- Produce accurate and timely management accounts Preparing payments and being an authorised user for BACS transactions.
- Preparing year-end out-turn reports and schedules and liaising with auditors to ensure full compliance with statutory requirements.
- Maintaining the School's Asset Register and overseeing academies' equipment registers.
- Responsibility for the integrity and uniformity of the DfE chart of accounts for the School.
- Responsibility to ensure all VAT is correctly recorded throughout the purchase ledger, charge card purchases and staff expenses to maximise VAT refunds.
- Providing financial advice to budget holders around costing comparisons and procurement procedures.
- Working with relevant staff to review and consolidate service level agreements
- Monitoring and evaluating all systems and procedures to ensure economy, efficiency and effectiveness.
- Support the implementation and development of the Trust's Finance System.
- Attending relevant meetings and training, as directed.
- Maintain financial files and records in compliance with Financial Regulations and Audit requirements.

Payroll

To assist the Chief Finance Officer in the management of the payroll for staff directly employed by the Trust, including:

- Liaising with HR Officer to ensure that all staff (permanent, temporary and casual workers) are paid in accordance with their agreed pay and conditions.
- Overseeing the checking of the monthly salary report for accuracy and liaising with the HR and Finance Officer where corrections are necessary.
- Creating and maintaining Payroll spreadsheets to analyse and monitor staff numbers.

- Carrying out monthly reconciliations of payroll data to bank transactions.

Reporting any unaccountable discrepancies.

Management of Finance Staff

To manage staff within the schools' finance teams, including:

- Liaising with the HR Officer about recruitment and deployment of finance staff.
- Arranging induction, probation, performance management and staff development.
- Undertaking regular supervision and identifying training needs and opportunities.
- Undertaking sickness review meetings and other relevant meetings as a line manager.
- Provide finance training to non-finance staff across the academy to ensure compliance with financial procedures.

Trust

To share in the day to day running of the Trust, including:

- Promoting the Trust's core themes of working with vulnerable young people and helping them to flourish.
- Promoting the safeguarding and welfare of children and young people.
- Complying with the Trust's policies and procedures (eg equal opportunities and health and safety).
- Ensuring high standards of behaviour and dress are maintained.
- Attending Trust/academy briefings, meetings and events as required by the Executive Principal or Director of Resources.

Additional Duties

You may be required to carry out additional duties, as the Executive Principal may reasonably request, which are commensurate with the post.

Review

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

PERSON SPECIFICATION

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.

		Essential	Desirable
Qualifications and Experience	To hold an appropriate accounting qualification (CIPFA/AAT 3 or 4).	✓	
	Significant level of proven financial management experience in a company, charity or educational environment at a senior level.	✓	
Skills and Abilities	Ability to monitor and analyse information and present it in an appropriate format for other users.	✓	
	Ability to liaise, motivate and negotiate confidently at a senior level.	✓	
	Ability to build and form working relationships with stakeholders and to work as a member of a team.	✓	
	Excellent standard of numeracy and literacy skills.	✓	
	Ability to work under pressure and meet tight deadlines.	✓	
	Ability to work on own initiative.	✓	
	Ability to lead on cyclical aspects of budgeting and occasional projects.	✓	
Knowledge	To have a strong working knowledge of IT, encompassing proficiency in Excel and accounting software.	✓	
	Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion and how resources may be allocated to improve provision.		✓
	Familiarity with protocol and practices within the education sector or other public sector organisation.		✓
Special conditions	Willing to undertake an Enhanced DBS check.	✓	
	Willing to work beyond conventional hours.	✓	
	Hold a current driving license and use of own transport to carry out business on behalf of the Trust.	✓	