



# The Southfield Trust

## Job Description

**Role:** Finance Manager

**Reports to:** Director of Resources

**Responsible for:** Finance/Administration Staff

### Purpose of the Role

- As a finance manager to assist the Director of Resources in the achievement of the Trust's educational aims through efficient management of financial resources.
- To maintain robust and effective financial control for the Southfield Trust, ensuring compliance with all relevant legislation and the requirements of the Trust.
- To support the work of the finance team and to enhance their effectiveness, to promote the highest standards of financial probity and value for money within the Trust.

### Key Responsibilities

#### Leadership & Strategy

- Attend Finance meetings with the Director of Resources and CEO as appropriate.
- Take responsibility for all aspects of finance. Plan, manage and actively promote change in accordance with the Trust's strategic plan.
- Develop, enable and strategically lead finance and other administration staff to deliver effective support services across the Trust.
- Drive forward change and initiatives that promote regularity, propriety, value for money and best standards.
- Keep abreast of developments and changes in the sector, advising SLT and implementing change where appropriate.

#### Financial Resource Management

- Control and monitor the Trust's finances, ensuring compliance with financial requirements, including Trust Financial Regulations, the Funding Agreement and the Academy Trust Handbook.
- Identify and inform the CEO, Director of Resources of the cause of significant variances and propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Ensure the effective implementation and operation of financial controls within the Trust and support the Director of Resources with budget reports, control accounts and budget management information.
- Take responsibility for managing financial inspections by internal and external auditors and other bodies, and taking action on any recommendations made.

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- Manage finance/administrative staff in day to day financial processing and operation of the Trust's financial systems.
- Ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Southfield Trust, the EFSA, Local Authority, pension schemes and HRMC.

## Payroll

- Oversee all matters relating to payroll, including; HMRC queries, National Insurance, benefits in lieu of pay, Give as You Earn schemes, liaising with the payroll provider as necessary.
- Ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll.

	Desired	Essential
<b>KNOWLEDGE/QUALIFICATIONS</b>		
Qualification in accountancy/finance (minimum AAT3/4 CIPFA CIMA preferred)		*
Understanding of academy finance	*	
Understanding of school finance	*	
Up to date knowledge of company finance	*	
Up to date knowledge of charity finance	*	
<b>EXPERIENCE</b>		
Financial accounting and management		*
Monitoring budgets		*
Year-end accounts preparation	*	
Systems Implementation	*	
Staff management	*	
Direct and co-ordinate the work of others		*
Team working		*

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SKILLS	Desired	Essential
High level of computer literacy		*
Excel	*	
Communicate effectively orally and in writing to a range of audiences		*
Manage communication systems		*
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>		
Open-minded and receptive to new ideas, approaches and challenges		*
Places high priority on effective team working		*
Prioritise and manage own time effectively		*
Work under pressure and to deadlines		*
Achieve challenging professional goals		*
Take responsibility for their own professional development		*
Energy, vigor and perseverance		*