



Job Description

Post Title	Salary	Reviewed
Finance Manager	Grade 10	March 2025

Managed by: Director of Finance and Operations (DFO)

Responsible for: Finance Administrator

Job Purpose

Under the leadership of the Director of Finance and Operations (DFO) this role provides day to day management of North Star Academy Trust (NSAT) financial services ensuring compliance with all key policies and procedures and providing the first point of contact for colleagues, suppliers and service providers for all matters relating to finance.

Key Job Outcomes

- Work with the DFO to prepare and maintain annual budgets (central services and individual schools)
- Work with the DFO, Executive Leadership Team, Headteachers and finance staff in the co-ordination, maintenance and development of monthly budget monitoring and forecasting, including, month-end procedures such as journal preparation, cash flow monitoring, and reconciliations
- Devise appropriate accounting procedures to control, monitor and disburse each school's budget, including routine financial arrangements
- Assist the DFO in the production of monthly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trust
- Maintain communications with all funding agencies to ensure income is received and allocated in a timely manner
- In conjunction with the DFO, administer the investment of cash in accordance with Trust policies and procedures
- Liaise with school SENCO's to ensure all pupil top-up funding due is accurate and received in a timely manner and follow up queries as necessary
- Manage the schools' financial records and ensure these are maintained efficiently and accurately
- Promote best practice and a culture of continuous improvement within all finance processes and transactions, to promote shared learning and good practice across Trust schools
- Ensure compliance with the financial processes and procedures set out in the policies of the Trust, audit regulations and the standards set out by the ESFA in the Academy Trust Handbook and the Academies Accounts Direction
- Work with the external accountant to ensure compliance with all ESFA regulation and directives
- Prepare and submit financial returns to a range of organisations including ESFA and HMRC
- Assist in the preparation of the year end statutory accounts and the audit file for the year-end audit of the Trust accounts; liaise with the auditors to reach sign off and filing of annual company accounts according to DfE and HMRC guidelines

- In conjunction with the DFO and HR & Payroll, support the preparation of the pension audit EOYC including liaising with accountants on its submission
- Work with DFO to research and bid for additional funding from DfE and others, for the Trust and in support of individual schools and assist with the financial monitoring of projects as they are agreed
- Oversee bank transactions to ensure all items are posted ready for the bank reconciliations. Complete monthly bank reconciliations.
- Oversee purchasing system including but not restricted to the approval of purchase orders and purchase invoices, manage weekly BACS payment runs and credit card orders
- Oversee sales ledger including but not restricted to raising sales invoices, review of sales ledger and chasing outstanding debtors
- Oversee a credit control function thus ensuring that the payment of outstanding sums are received as swiftly as possible
- Process journals onto the finance system as required, including the posting of prepayments and accruals
- Ensure regular banking and accounting of all monies received by the schools
- Prepare and submit to HMRC the quarterly VAT return and completion of quarterly VAT reconciliation
- Monthly processing of petty cash, expenses and overtime claims
- Monthly review and reconciliation of payroll and pension reports provided by the payroll provider and monitoring against budget. In conjunction with the HR Manager, identify issues and resolve in a timely manner
- Manage year-end tasks such as the posting of debtors and creditors, cost centre, petty cash, payroll and bank reconciliations
- Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases
- In consultation with the DFO, manage the effective purchasing and procurement of services for the Trust, and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, to include; Payroll, Facilities Management, ICT, and Insurance, all to be procured in line with DfE guidance with a view to cost effectiveness and value for money
- Ensure excellent school resource management to include financial benchmarking
- Maintain the trust's contracts and fixed asset registers
- Advise, support and provide guidance to staff at schools as required including monthly meetings with Headteachers and SENCO's
- Provide training to the finance administrator and budget holders
- Prepare financial guidance materials to schools and staff across the trust
- Work with the DFO to ensure all finance related policies and procedures are regularly reviewed and updated in line with government guidance
- Travel to other school sites to provide on-site support and assistance to individual schools
- Provide financial information and guidance to Headteachers and budget holders, to ensure they follow established procedures and do not misuse school funds while ensuring they have appropriate financial information to enable them to manage their budgets effectively
- Investigate and answer finance queries arising from a range of stakeholders
- In conjunction with the DFO, develop the use of the Academy's finance software to optimise its use in the provision of financial information, including working with external providers where appropriate
- Prepare financial spreadsheets, reconciliations and reports as required enabling the finance system to flow smoothly and provide up to date finance information for the DFO
- Support Headteachers with the provision of financial reports to the Local Governing Body and attend meetings as required
- Compile reports for the Finance, Audit, Risk and Resources Committee and Trust Board as required
- Undertake any other tasks and projects as requested by the DFO/CEO

Developing the Trust

- Contribute to achieving the Vision and Aims of the North Star Academy Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.

- Contribute to the development of collaborative and team working between schools in the Trust as means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.