



FINHAM PARK
MULTI ACADEMY TRUST

Finham Park Multi Academy Trust

Finance Team Leader

Reporting to: Head of Finance

Hours: Full time, 37 hours per week

Grade: Grade 5, points 12-23 (£27,711 – £33,366)

Job Purpose: To support the Trust by providing high quality financial management and ensuring compliance with audit regulations. The role encompasses assisting in the annual financial cycle, maintaining financial controls, and promoting a culture of value for money. The post holder will also play an active part in continuing to develop the Trust's central finance function.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

1. To assist the Head of Finance in the efficient provision of day-to-day financial support to the MAT.
2. Provide support in relation to all activity driven by the annual financial cycle, budget planning and financial control.
3. Lead in ensuring the accuracy and completeness of all financial information through analysis and challenge.
4. Operate the MAT's financial system and ensure it is properly used to:
 - raise orders
 - process accounts payable invoices
 - process payments
 - carry out bank reconciliations
 - process accounts receivable invoices
 - submit VAT returns
 - maintain systems administration
5. Assist the Head of Finance to ensure that Academy procurement procedures are followed and value for money is achieved.
6. To promote value for money and efficiency throughout all areas of the MAT's operation and look for opportunities for innovation both in the finance function and in the activities of the Academy as a whole.



FINHAM PARK
MULTI ACADEMY TRUST

7. Work with key staff at schools within the MAT, to develop and embed good practice and procedures, to develop a central finance function, based on multiple sites.
8. Assist in developing finance policies and procedures for the MAT to ensure resources are maximised.
9. Lead in the accurate recording and monitoring of VAT for the Academy and aid in the timely production of any statutory returns across the Multi Academy Trust.
10. Lead on the maintenance finance system data.
11. Ensure all monies received by the MAT are receipted, banked and entered on the financial system on a weekly basis.
12. Oversee reconciliation of 3rd party software such as Parent Pay/Credit Cards/Prepaid Cards to the financial system.
13. Contribute to the production of financial accounts to appropriate professional standards and input into the overall corporate processes to produce good quality financial statements.
14. Assist in the provision of timely financial management information advice and guidance.
15. Line manage Finance Staff and training of new starters.
16. Respond to ad hoc requests for financial management information and ensure a smooth month-end close process.
17. Cover finance duties when appropriate for relevant finance staff.
18. Assist in the maintenance and the monitoring of the Academy Equipment Inventory/ Fixed Assets.
19. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading
20. The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.
21. All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.
22. The post-holder will participate in the school's performance management process as it is applied for all staff.
23. The post-holder should have knowledge of and compliance with relevant school policies and procedures.