

POST TITLE: Finance Transactional Team Leader	GRADE: 7
RESPONSIBLE TO: Finance Manger - Transactions	

Purpose of role:

To support the Finance Manager for the transactions team and work collaboratively across site in the delivery of the transactional financial operations.

Lead locally based teams of Finance Assistants in the delivery of:

- Supplier Management – including processing purchase order, invoices and generating payments
- Sales Ledger – Invoice generation and debt management
- Processing payroll adjustments for additional hours and expenses
- Processing credit card payments
- Bank reconciliations
- Control account reconciliation
- System administration for the Finance system (PSF)

Ensuring that robust controls are in place and compliance with internal and external policies.

Principle Accountabilities:

- Line management including performance and absence management of finance assistants
- Ensuring compliance to internal policy and SLA's in the processing of financial transactions, including purchase orders, purchasing invoices, sales invoices and supplier payments.
- Monitoring compliance of payment to terms for suppliers
- Ensure robust controls are maintained in the administration of supplier master data
- Actively managing debt recovery to minimise the potential risk of bad debt
- Reconciliation of key control accounts including bank reconciliations and the creditor and debtor control accounts. Ensuring accurate reflection within the Trusts monthly and annual accounts.
- Monitoring compliance to financial policy and ensuring adherence to recommended best practices to minimise the risk of fraud to the Trust.
- Supporting the internal and external audit processes
- Supporting the conversion of any new schools into the Trust, to enable a smooth customer focused transition for newly joining schools
- Proactively seeking best practice, implementing effective, efficient and consistent working practices across the team; identifying system led improvements that will benefit the Trust.
- Involvement on adhoc projects and data analysis.
- Supporting the administration of master data on various financial systems and administering PSF workflow.
- Process weekly supplier payments and supporting any adhoc payments requests

Financial Compliance

This role is key to ensuring compliance across the team, which will be delivered through the effective performance in the areas detailed within this job description around the review and reconciliation of the key financial transactions. In addition to this, key areas need to be actively monitored and reported against for compliance to the Finance policy, these include:

- Purchase order policy
- Procurement thresholds and processes
- Credit Card use and controls
- Petty Cash use and controls
- Other key reconciliations to support the statutory accounts and other ESFA returns

Other

- Ensure consistent approaches and best practices are applied
- In all aspects of your role assist in the review of Finance procedures and ensure that compliance is being properly implemented across the Trust in accordance with the Trust's Finance Policy
- Recommend improvements, identify opportunities and engage with continuous improvement to support a high performing finance function within the Trust
- Attend meetings as required
- Other tasks as requested

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
AAT part-qualified / Business and Finance qualification or equivalent experience	D
5 GCSE passes at grade C or above or equivalent, including Math's and English	E
Experience	
Practical experience of working within a Finance environment	E
Experience of finance in a School, Academy or Education setting	D
Underpinning knowledge of effective financial procedures and controls	E
Contributed to improvements by making suggestions	E
Has a clear customer centered service ethos	E
Team player, guiding and working towards the aims of the department	E
Effective working knowledge of up-to-date financial legislation and standards	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
A pro-active, self-starter with professional integrity	E
Able to support, guide, challenge and influence ensuring that financial controls are followed	E
High performer who is adaptable, flexible and dynamic	E
Skills	
Previous line management /supervisory experience	E
Strong organisation, prioritisation and time management skills	E
Excellent numerical, analytical, written and verbal communication skills	E
Critical attention to detail	E
Proven ability to work in a fast paced environment	E
Ability to work collaboratively, supporting other colleagues in order to achieve departmental objectives	E
Effective interpersonal skills in order to consult with peers and senior managers	E
Self-motivated and pro-active in managing own workload, functioning effectively under pressure to deliver work to deadlines and to a high quality standard	E
An understanding of the importance of confidentiality and the requirements of the Data Protection Act	E
Proficient in the use of Excel, financial accounting systems e.g. PSF and education cashless payment systems.	D
Attributes	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours including school holidays - prior notice given	E
Use of own vehicle to travel	E