

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham

Salary: The Redhill Academy Trust Pay Scale, Band 14, Scale Points 66 - 70

Hours of Work: 37 hours per week, all year round

Responsible to: Finance Director

Post Objective: To support the Finance Director in leading all transactional and financial accounting activity across the Trust, with the primary purpose of achieving outstanding educational outcomes for the Trust's students.

Main Duties and Responsibilities:

- Deputising for the Finance Director in meetings as required
- Responsible for ensuring the effective provision of technical Finance Systems for all Academies and other reporting units in the Trust, including new Academies as they join
- Ensure financial regulatory and compliance, as specified in Trust policies, the Academies Trust Handbook, Company Law and by the Charities Commission is always adhered to by all employees in the Trust
- Responsible for consolidating statutory returns e.g. Budget Forecast Return and 3 year plan
- Analysis and review of reporting packages to implement efficiency improvements
- Overseeing month and year end processes for all academies and departments, including preparation of accruals, prepayments, and journals for material items of income and expenditure
- Ensure the positive cash flow position of the Trust is monitored and maintained daily, through effective cash management activities
- Ensure balance sheet items are managed and monitored, including preparation of monthly reconciliations for all key balances
- Carry out all elements of finance administration for all Trust Academies and other reporting units
- Responsible for the implementation, embedding and monitoring of Curriculum Led Financial Planning across the Trust in conjunction with the Trust Data Manager
- Line manage and be responsible for all work of the Senior Finance Officers and Finance Clerks, including organising training and development opportunities and carrying out performance management reviews
- Ensure internal Finance policies are up to date and adequately address key risks and external regulatory requirements
- Finance project leadership/support

- Ensure the effective development, implementation and use of financial software, procedures, and processes across the Trust (e.g., core Finance system and other system developments)
- Carry out Financial Due Diligence support of potential new academies joining the Trust
- Implementation and set up of finance systems for new academy's joining the Trust in line with Trust Chart of Accounts, and agreement of opening balances to transfer
- Maintain the consolidation database, ensuring that meaningful reports can be generated from the system each month for each academy and at Trust Board level
- Monitor and review the output and accuracy of transactional work in all databases to ease consolidation, reporting errors where necessary
- Provide Internal Audit for all Academy School Fund functions
- Implement DfE and financial audit reporting requirements and structure changes into the accounting processes across the Trust.
- Work with External and Internal Audit on regular audit inspections; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries
- Support the Finance Director in the identification and implementation of opportunities to improve finance policy across the Academy Trust
- Ensure that all the requirements of the Trust finance procedures are always complied with for all academies, especially regarding purchasing, obtaining quotes and tenders
- Monitor best value purchase for all supplies and services to ensure the effective use of resources
- Administer all ESFA funding including the central top slice values received by all academies and return surplus GAG to each academy bank account monthly
- Prepare and submit a consolidated monthly group VAT return ensuring its data is accurate and correct and ensure VAT due to the Trust is received from HMRC and on receipt that each academy is paid the balance due to it
- Be responsible for the approval process for alterations to the Chart of Accounts and ledger systems ensuring that the Trust adopts the DfE Chart of Accounts
- Organise or provide refresher/update finance training to all Trust staff as required
- Ensure the correct reporting and monitoring of Related Party Transactions

General

- Liaison with other departments and non-teaching staff over matters relating to Finance and whole-academy issues.
- To uphold and actively support the Trust's policies and procedures.

Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Additional Requirements:

- This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position
- Full Driving Licence required
- Required to travel regularly to other offices and sites
- Able to work extended hours when necessary

	Essential	Desirable
Qualifications and Experience	<p>Accounting Technician Qualification</p> <p>At least five years' experience of leading transactional processing teams</p>	<p>Degree or equivalent in Business, Leadership & Management or particular operational discipline (HR, ICT etc)</p> <p>Accountancy Qualification ACA/ACCA/CIMA</p> <p>Evidence of Post Graduate study</p>
Personal Skills	<p>Highly motivated, dependable, open and reliable</p> <p>Excellent verbal and written communication skills</p> <p>A positive, proactive and innovative approach to problem solving and decision making</p> <p>Commitment and loyalty to the organisation and its values</p> <p>Depth of character, resilience, and mature leadership skills</p>	

Knowledge and Skills	<p>Leading and motivating teams, particularly through periods of change</p> <p>Proven people management skills; leading, motivating, mentoring, restoring efficiency and disciplinary</p> <p>Able to identify, define and quantify risk</p> <p>Considerable experience in managing and engendering health and safety culture</p> <p>Proven ability to manage and prioritise workloads</p> <p>Proven ability to innovate and implement systems that work more effectively and efficiently</p> <p>Ability to contribute effectively at a senior level to assist in shaping and developing the organisation into the future</p> <p>Ability to engage and communicate at all levels</p> <p>Ability to work on own initiative with minimal supervision</p> <p>Ability to see projects through from start to finish managing time and tasks effectively</p> <p>High level of IT skills</p> <p>Ability to work under pressure</p>	
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