

### GLF Schools Job Description

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| Job Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Senior Finance Manager | Job Reference   | SFM0824  |
| Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Leadership 1           | Travel required | Required |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Banbury                |                 |          |
| <b>Core purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |                 |          |
| <ul style="list-style-type: none"> <li>• To provide Finance Leadership to the Regional Director to help them to identify financial improvements and help drive the change in the schools in the region to deliver a financially balanced region</li> <li>• Provide support to Finance Partner – Phase Lead in leading the regional finance team to support our schools and to deliver fit for purpose management reporting and strategic decision making</li> <li>• Management of day-to-day finance operations for the schools within the region</li> <li>• Development of improved and consistent financial processing to inform decision making across the Trust</li> <li>• To work as part of the regional finance team delivering an expert service to schools within the region</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                        |                 |          |
| <b>Main Duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                 |          |
| <ul style="list-style-type: none"> <li>• Lead the production of timely and accurate monthly management accounts, regular forecasts and 3-year budgets</li> <li>• Produce regular forecasts highlighting risks and opportunities</li> <li>• Manage the delivery of the Cluster &amp; Regional monthly management reports, liaising with all stakeholders &amp; reviewing monthly with RDs</li> <li>• Business Partnering with RDs, ensuring the phase staffing model is adhered to and help improve value for money in the schools</li> <li>• Leadership of the team including coaching and developing less experienced team members</li> <li>• Responsible for payroll checks for cluster</li> <li>• Oversee transactional processing within the academies including purchase ledger, working with the finance and purchase ledger officers within the team</li> <li>• Oversee nominal postings and control account reconciliations, working with the finance and purchase ledger officers within the team</li> <li>• Manage the preparation and posting of month end journals eg accruals, prepayments and payroll</li> <li>• To work closely and collaborate with the central and regional teams in the development of consistent and efficient processing systems</li> <li>• Ensure income is accurately recorded and reconciled to funding allocations, cost is controlled and working capital is effectively managed</li> <li>• Liaise with school-based colleagues as required and support school administration teams with information to facilitate communications with parents and carers</li> <li>• Ad-hoc projects</li> <li>• Undertake other tasks commensurate with grade of the role, under the guidance of the Phase Finance Partner</li> <li>• Deputise for Phase Finance Partner when required</li> </ul> |                        |                 |          |
| <b>Accountability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |                 |          |
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- Accountable to Finance Partner – Phase Lead
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion