

Trinity Multi Academy Trust
Job Description

Job Title: Senior Finance Manager

Job Scale: PO2 / PO3

BASIC JOB PURPOSE

- To be responsible for ensuring all financial transactions are achieved and processed for the trust central head offices.
- To provide leadership and support to the finance team ensuring work of the highest quality.
- To ensure all processes follow and adhere to internal control and financial procedures.
- To produce accurate and timely financial information for trust central head offices.
- Submission of monthly financial reporting to CFO and other leaders as required.
- To produce and present reports for Local Governing Bodies.

Reporting to: Chief Financial Officer / Director of Primary

Responsible for: Identified members of the finance team

Main responsibilities:

1	Responsibility for the smooth and efficient management and operation of the finance, accounting and budgeting systems within the academy and trust functions.
2	To lead on the successful implementation of trust wide finance and procurement policies, procedures and protocols; producing monthly accounts, budget statements, or other reports and updates on any aspects of the role, advising and providing analysis or commentary when required.
3	Accountability for ensuring that policies relating to the ordering and purchasing of suppliers, and goods and services are adhered to. This includes monitoring the operation of the contracts for goods and services, ensuring value for money and preparing reports in relation to procurement activities, as and when required.
4	Retain up to date and accurate financial information in relation to academy income generation and expenditure.
5	Prepare and deliver timely reports on a regular basis, or as requested, including presentation of financial information to Chief Financial Officer and other leadership as required.
6	Assist in the payroll processes, completing statutory returns where necessary, processing expenses and other employee/employer related payments, administration of reconciliations, petty cash control and accounting and banking of monies, including chasing any debts owed to the academy.
7	To line manage members of the finance team at allocated academies and central offices, including annual performance reviews.
8	To maintain records of use of capital funding and allocating Devolved Formula Capital income.
9	Accountability for managing the Charging, Lettings and Remission arrangements (if applicable). This includes implementing the policy as well as the day to day accountability for the allocated academy and central offices external lettings and ensuring monies are received.
10	Provide advice and guidance for senior leaders, Governors and other school/academy managers on a range of finance matters, ensuring the academy operates up to date procedures.

11	Assist and support the Procurement Manager in contract negotiations on behalf of the trust, ensuring best value for money.
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Other Specific Duties:

- This is a multi-site role and as such there will be the need to work across sites to fit the needs of the role.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
- Treat all students with dignity, observe proper boundaries and understand that every adult in the trust has a responsibility to safeguard children and young people.
- To continue personal professional development as required
- Attend staff and other meetings and participate in staff training and development events as required, including induction processes.
- To actively engage in the performance review process
- All support staff may be used to perform appropriate duties as and when required by the trust, commensurate with the salary grade of that post if it is higher than the employee's current salary
- To work in the best interests of the trust students, parents and staff
- To adhere to trust policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the line manager to reflect or anticipate changes in the job commensurate with the grade and job title.

	Post Holder Name
	Post Holder Signature
	Date

PERSON SPECIFICATION

Job: Senior Finance Manager		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • full or part qualified accountancy qualification (minimum of Level 4 AAT or part/full qualification in CIMA, CIPFA, ACCA etc.) • recent relevant experience of working in a financial management role • experience of using accounting and finance software • experience of working work under pressure and to deadlines • a track record of recent, relevant professional development 	<ul style="list-style-type: none"> • line management experience • prior experience of working within school finances • experience of using education specific finance software • experience of budget planning software (e.g. Orovia BPS, PS Financials, HCSS)
Knowledge & Understanding	<ul style="list-style-type: none"> • the principals and practices of financial and asset management and how these contribute to success • working knowledge of financial regulations/relevant policies or codes of practice. • effective financial review and evaluation procedures • awareness of financial legislation and external returns • understanding requisition, reconciliation and petty cash accounting systems • knowledge of administration systems to ensure continually effective and efficient service delivery 	<ul style="list-style-type: none"> • the principles and characteristics of effective schools/academies • understanding of safeguarding and Child Protection issues • the application of software and IT developments to effective use across a large educational organisation
Leadership & Management	<ul style="list-style-type: none"> • to effectively lead and work as a member of a team, participate in meetings and negotiate as necessary • direct and co-ordinate the work of others • set high standards and provide a role model for students and staff and take responsibility for own and others professional development • liaise effectively with other organisations and agencies • develop, maintain and use an effective network of contacts, seeking advice and support when necessary 	<ul style="list-style-type: none"> • deal sensitively with people and resolve conflicts • a commitment to managing the highest standards of education support services • resilience and perspective

Skills & abilities	<ul style="list-style-type: none"> • ability to prioritise, plan and organise • communicate effectively orally and in writing to a range of audiences • sound judgement and decision making skills • ability to make decisions based on analysis, interpretation and understanding of relevant data and information • analytical skills to interpret financial information • negotiate and consult fairly and effectively • able to produce management and statistical information for presentation to others • able to use a range of ICT packages, with proficiency in MS Office. 	<ul style="list-style-type: none"> • communicate the vision of the school/academy in relation to the development of the local community • vision, imagination and creativity • the potential uses of data to support efficiency and value for money
Personal Qualities	<ul style="list-style-type: none"> • adaptability to changing circumstances/new ideas • reliability, integrity and stamina • respect confidentiality 	<ul style="list-style-type: none"> • determination to succeed and the highest possible expectations of self and others • empathy in relation to the needs of the school/academy and the local community • intellectual ability and curiosity