



## **Job Description**

**Post Title:** Senior Trust Finance Manager

**Reporting to:** Chief Finance Officer (CFO), Accounting Officer (CEO)

**Liaison with:** School business managers, Trust senior and executive leaders

**Salary:** £35,000 (FTE) plus benefits

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## **Purpose of the post**

To work in collaboration with Trust colleagues to deliver strategic and operational financial support services to the Trust schools, whilst contributing towards the broader strategic aims of the Trust.

## **Key Tasks and Responsibilities**

Working with the Trust executive to develop and review the 3-year budgets linked to school improvement plans, estates and other asset strategies and the Trust's long term business plans and strategic aims. The post-holder will oversee the finance function of the schools, on behalf of the CFO, to whom they will provide strategic and operational finance support, including:

## **Leadership and Management**

- Oversee finance activities at central team and school level on behalf of the CFO
- Participate in regular review of Finance Administration staffing structures across the Trust to ensure that these meet the changing needs of individual schools and the Trust as it grows and develops
- Take responsibility for the effective management of financial administration procedures, including compliance with financial regulations, under the direction of the CFO
- Providing financial advice to schools ensuring strategic and operational decisions are made based on sound financial data
- Supporting the CFO in undertaking financial due diligence checks of new schools joining the Trust
- Support in the training and quality assurance of Trust staff as required

## **Financial Management**

- Prepare monthly Management Accounts, Cash flow and Balance Sheet reports to enable Trust board reporting and compliance with Academies Trust Handbook

- Support the CFO with all matters relating to internal scrutiny and external audit, co-ordinating the provision of information for audit in liaison with school finance staff
- Responsible for ensuring the Access Education accounting system is accurate and working effectively across the school, including the provision of training and support to finance colleagues
- Work directly with the Finance Director and Central Team Finance Manager on ensuring robust systems and processes are in place for Internal Controls, including regular monitoring at school and central team level
- Monitor and evaluate information and consult with senior and executive leaders to prepare realistic and balanced in-year budgets
- Support the CFO in the preparation and submission of budgets for approval and assist in the overall financial planning process
- Ensure that the regularity and control frameworks are monitored and activities are compliant with the Finance Regulations Manual
- Working with the CFO and the contracts manager to co-ordinate procurement and monitor contracts and subscriptions across the schools
- Ensure all revenue, capital income and expenditure is correctly coded across all accounts to ensure maximum use of all budgets and grants
- Ensure debtor invoices for income to the relevant schools are raised and monitored for payment
- Carry out authorisation for transactions processed within school to allow school finance staff to process the payments
- Maintain the Fixed Asset Register, reporting, additions, disposals and depreciation charging
- Working with staff to ensure efficient processing of financial transactions in accordance with Trust's Financial Regulations Manual
- Providing requested financial information to key management staff, executive leaders and trustees as required
- Attendance at Trust Board and Local Governing Body meetings as required
- Supporting the CFO in undertaking internal control checks and ensuring compliance with Trust financial policies and procedures.

These duties may be amended from time to time by the line manager in consultation with the post holder.

Any other duties commensurate with the grade as appropriate.

#### **Other duties**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

#### **Method of Working**

The Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Staff are expected to respect confidentiality and ensure that safeguarding practices are upheld at all times.

The Trust also enables staff to benefit from flexible working arrangements, such as working from home, and provides the technology to support a remote workspace. The post holder will need to ensure that they are set up to be productive (e.g. internet, minimal distraction).

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. All staff must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

The Trust has an overriding duty to safeguard children and young people – all staff are required to undertake a Disclosure and Barring Service (DBS) check.

## TENNYSON LEARNING COMMUNITY

### Senior Trust Finance Manager: Person Specification

CRITERIA	DETAILS	ESSENTIAL DESIRABLE	HOW IDENTIFIED
Education and Training			
Formal technical qualifications	Part Qualified Accountant or equivalent	E	Application Form
	Qualified Accountant (ACCA / CIMA)	D	Interview Task
	Recognised management/business degree or equivalent related level 6 professional qualification (CIPFA / AAT)	E	Documentary Evidence References
Experience			
Ability to undertake duties of the post	A minimum of three years' experience in an accountancy/finance office and production of management accounts and reporting	E	Application Form Interview Interview Task
	Experience of school finance and presenting information for review and discussion to school leaders	D	
	Experience in undertaking service and financial planning processes including detailed budget setting		
	Experience in undertaking budget monitoring processes and preparing management accounts	E	
	Experience of maintaining an accounts system	E	
Specialist Knowledge			
Includes abilities and intellect	Recent knowledge of education funding (funding requirements, budget monitoring, sector challenges)	D	Application Form Interview Interview Task
	Excellent level of computer literacy, including being an expert user of MS	E	

CRITERIA	DETAILS	ESSENTIAL DESIRABLE	HOW IDENTIFIED
	Excel with the ability to interpret and to reconcile complex financial data from a variety of sources		
	Full UK Driving Licence and own vehicle	D	
Personal Qualities			
Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)	Excellent communication skills	E	Application Form Interview
	Proactive and forward thinking	E	
	Ability to work as a team member and use own initiative	E	
	Rigorous and methodical with the ability to manage own workload and meet deadlines.	E	
	Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests.		
	Structured and well-organised	E	
	Confident in providing training, advice and support to colleagues	E	
Suitability to work with children, young people and vulnerable adults			
Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults	Satisfactory DBS disclosure to work in an environment dealing with young people	E	DBS Disclosure Interview References
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	Interview

CRITERIA	DETAILS	ESSENTIAL DESIRABLE	HOW IDENTIFIED
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	
	Willing to undertake training and continuous professional development in connection with the post.	E	
	Work in accordance with the Trust's values.	E	
	Able to undertake any travel in connection with the post.	E	
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	
	A commitment to safeguarding and promoting welfare for all	E	

May 2022