**Inspiring Futures Through Learning– Role Profile**

Role Title: **Shared Finance Manager (Trust) Based in Corby**

Accountable to: **Financial Controller**

Grade: **K (NJC 32 – 36)**

## Purpose of job

The Shared Finance Manager will be an integral part of the senior management body of our schools around Corby. The Shared Finance Manager will support the coordination of business services across the Corby schools (there are currently three), ensuring the provision of strategic direction, detailed planning and operational management of all non-teaching functions is taking place with efficiency and best value. You will work alongside the trust team with opportunity to support and be part of the wider trust finance operations.

## Key Objective

|  |  |
| --- | --- |
| 1 | Work closely with managers to ensure effective day to day management of the schools. |
| 2 | Support the development of the local schools, including budgeting for school improvement. |
| 3 | Full line management of the School Bursar at each school, including responsibility for recruitment, performance management and disciplinary/grievance issues. |
| 4 | Lead with others to promote efficiency and value for money across the schools. |
| 5 | Report into the Head Teachers and strategic leaders (Governors) on the financial position of each school through attendance at Governor board meetings. |
| 6 | Responsibility for each school’s budget and report monthly management accounts to the Financial Controller. |
| 7 | Ensure compliance against the Trust Financial Policies and accounting system are operated effectively. |
| 8 | Provide detailed analysis and evaluation of financial data and produce detailed reports/information for as required. |
| 9 | Work within the agreed asset management plan, ensuring that each school’s maintenance expenditure is being targeted to priority areas. |
| 11 | Work closely with the central Trust Team to coordinate priorities |
| 12 | Be an integral part of each school by being part of the SLT. |
| 13 | Be a key point of contact between IFtL and local schools within the Trust, ensuring effective communication. |

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## Scope

* Full line management of the School Bursar at each school, including responsibility for recruitment, performance management and disciplinary/grievance issues.
* Work closely with central Trust teams and resources including Head of Operations, Human Resources department, IT and Finance Department.
* Advise, lead and negotiate on behalf of the schools in external matters such as contracts, procurement, funding bids; regularly deal with a range of complex whole school finance.
* Support the Financial Controller in ensuring statutory reporting requirements are fulfilled
* Contribute to the school improvement plan

## Work Profile

* Manage the implementation of school administrative, financial and related policies and procedures; developed analytical, judgmental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
* Reports to Financial Controller and is a member of the senior leadership team in each school. Contributes to and develops strategic initiatives and involves significant decision making affecting the local schools.
* To adhere to school, Trust and national authority’s guidelines and exercise professional discretion at all times.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Participate in training and other learning activities and performance development as required
* Attend relevant meetings
* To maintain confidentiality

## Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust’s safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

## All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills and Knowledge Level Assess by;** | | | | | |
| ***A****ttainable Successful applicants will be expected to obtain the denoted qualifications within*  *an agreed period of time* **A** | | | | | ***A***  *Application*  ***I***  *Interview*  ***T***  *Testing*  ***R***  *Reference* |
| ***D****esirable Applications will be preferred from candidates with the denoted qualifications* **D** | | | |  |
| ***E****ssential Applicants without the denoted qualifications or experience will not be* **E**  *considered for this role* | | |  |
| **Qualifications** | Recognised school management qualification or equivalent to minimum NVQ4 level or a recognised accountancy qualification. | **X** |  |  | **A** |
| **Skills / Experience** | Use of standard IT business packages with particular competence in spreadsheets and management information  systems | **X** |  |  | **I, R** |
| Experience of school budgets and finances | **x** |  |  | **A ,I ,R** |
| Experience of staff and team management |  | **X** |  | **I, R** |
| **Competencies Level Assess by;** | | | | | |
| ***A****wareness Demonstrable aptitude and ability to develop in the particular work area* **A** | | | | | ***A***  *Application*  ***I***  *Interview*  ***T***  *Testing*  ***R***  *Reference* |
| ***S****ignificant Clear competence in the work element sufficient for all role requirements* **S** | | | |  |
| ***E****xtensive Sufficient expertise in the work element to lead and mentor others, and influence* **E**  *policy and practice* | | |  |
| **Planning and organising work** | Agreement of, and adherence to, reporting deadlines in accordance with academic year |  |  | **X** | **I** |
| **Planning capacity and resources** | Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years |  | **X** |  | **I** |
| **Influencing and interpersonal**  **skills** | Working with external suppliers, colleagues, governors and the Trust to maximise efficiency and economy |  | **X** |  | **I, R** |
| Influencing skills with colleagues, governors and others in relation to introducing change |  |  | **X** | **I** |
| **Using initiative** | Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management. |  | **X** |  | **I, R** |
| **Working independently** | Dealing autonomously with all but the most serious problems but keeping Financial Controller/CFO apprised of all major issues. |  | **X** |  | **I** |
| **Managing people** | Full management responsibility for the School Bursars across the local schools. |  | **X** |  | **I** |
| **Managing resources** | Consultant/advisor status in relation to smaller school finances. Monitoring of robust internal financial procedures. | **X** |  |  | **I, R** |
| **Managing risk** | Awareness of child protection issues; health and safety risks; adherence to financial regulations | **X** |  |  | **I** |
| **Managing oneself** | Awareness of personal development needs and opportunities |  | **X** |  | **I** |