



JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: TRUST DEPUTY FINANCE MANAGER

RESPONSIBLE TO: TRUST FINANCE MANAGER

LINE MANAGEMENT RESPONSIBILITY: TRUST FINANCE STAFF

OVERALL RESPONSIBILITY:

- To work with the Trust Finance Manager to ensure the efficient operation of the Trust Finance and Payroll functions.
- To work within the guidelines and remit outlined by the Department for Education as laid out in the Academy Trust Handbook and the Trust's financial guidance.
- Provide day to day supervision and coordination of Trust Finance staff to ensure an efficient and effective operation of the Trust Finance and Payroll functions.
- To support schools on all matters relating to finance, payroll and resources.
- Create good working relationships with internal and external stakeholders.
- Support the Trust Finance Manager with financial controls.
- Ensure that proper accounts and budgets are kept across the Trust, maintaining and inputting data onto computerised financial management systems.
- Ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy
- Advise on financial implications in respect of legislation.
- To assist the Trust Finance Manager to deliver best value procurement and income generation strategies.

SECTION 1 - DUTIES:

- 1 To assist the Trust Finance Manager and be an integral part in managing all operational aspects of finance and payroll across the Trust and to deputise in their absence.
- 2 Co-ordinate, supervise, support and monitor Trust Finance staff day to day workload including transactional processing as required to ensure accurate financial records are maintained
- 3 To work with and support the Trust Finance Manager in preparing consolidated accounts and budget reports for the Trust to ensure that the Senior Leadership and Trustees are presented with accurate and timely financial reports.
- 4 To support finance staff with the operation of payroll processing. Ensure timely and accurate data input, monthly validation of payroll reports, correcting any errors or omissions, processed by the external payroll services provider including monthly reconciliation of payroll against budget within budget software.
- 5 Promote and encourage good communication across the Trust.
- 6 Create good working relationships and manage queries with internal and external stakeholders.

- 7 Understand public sector procurement legislation and ensure funds are used properly, efficiently, effectively, and provide value for money.
- 8 Ensure fully functioning Trust finance system and provide training with a view for continuous improvement and development to create efficient practices.
- 9 Assist with accurate and regular reconciliations of bank and control accounts.
- 10 Oversee the accounts process with accurate month-end reconciliations including VAT returns, debtor and creditor management, preparation of management accounts, and providing financial analysis with investigation of variances.
- 11 To accurately prepare, analyse and interpret financial reports as required to provide key financial performance and advice.
- 12 Manage and support Finance staff preparing and balancing budgets across the Trust entities. Work with relevant stakeholders alongside Trust leadership in the creation and continual review of Trust budgets.
- 13 Assist Finance team to prepare the appropriate documentation for annual audits (internal and external) and liaise with auditors as necessary. Work with Finance Team to produce year end accruals and pre-payments.
- 14 Maintain complete records of the Trust asset registers.
- 15 Review and interpret financial legislation with the Trust Finance Manager so that current guidance is communicated and relevant policies updated.
- 16 Support schools' compliance with the Trust's purchasing procedures, transactional queries and provide training as required.
- 17 To prepare and ensure the timely submission of statutory returns to relevant bodies for finance and payroll matters.
- 18 To manage and deal with payroll and pension issues including any returns to external bodies.
- 19 To ensure that support is provided across the Trust and that items of a sensitive and confidential nature are dealt with appropriately.
- 20 Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either CFO or the incumbent of the post.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children barred list check and two successful references. Online searches are carried out on all shortlisted candidates.

Compiled by:	
Approved by:	
Date:	