

# Willow Tree Academy



## Trust Finance Manager

Willow Tree Academy is a Multi-Academy Trust of four Primary schools in Rotherham, South Yorkshire. A key objective of the Trust is to ensure all children have the high quality education they deserve to enable them to be successful and have a happy future.

Willow Tree Academy is renowned for excellence and we are leaders in curriculum design, the arts, teacher training, inclusion and behaviour and offering our pupils outstanding learning opportunities.

The MAT Finance Manager is responsible for the financial management and statutory reporting requirements of the MAT.

This will include:

- maintaining the financial accounting systems across the MAT, ensuring compliance with the Academies Financial Handbook and other key financial guidance and legislative requirements
- maintaining the Trusts 'Outstanding' annual audit status
- development, monitoring and implementation of appropriate financial policies and procedures across the MAT
- responsibility for all financial management and reporting at school level and consolidation of management accounts and statutory reporting for the MAT
- managing the transition process of schools joining our trusts
- preparing year end working papers/schedules liaising with external auditors and completing year end accounts including relevant notes using DAPA software

This will be an exciting opportunity for you, if you are someone who enjoys working across a number of settings and with a range of professionals please get in touch. We offer a wellbeing programme that we are very proud of.

The successful candidate must be able to rise to the technical financial challenge, as well as being able to communicate effectively with senior leaders and finance and business colleagues, enabling the best possible outcomes for children.

### Contact details and how to apply

Visits to the Trust are welcome.

Mrs Joanne Draycott, Chief Finance Officer

Contact via the school office – 01709 828168

Email: [joanne.draycott@willowtreeacademy.org](mailto:joanne.draycott@willowtreeacademy.org)

Please complete the Trust's application form and return it electronically to the email address above. CV's will not be accepted. Please include a letter explaining how your experience to date equips you to successfully carry out the core responsibilities outlined in the job description.

**Closing Date: 26th June 2024**

**Interview Date: 1st July 2024**

### MAT Finance Manager – Job Description

Reporting to: Chief Finance Officer

Direct Reports: None

Contractual Terms: Rotherham NJC, Band K 36-39 £40,326-£44,867 (Actual Salary)

37 hours per week Term time plus 2 weeks 45.2/47.2 weeks per (dependent length of service in LA)

Visits to the Trust are welcome.

Mrs Joanne Draycott, Chief Finance Officer

Contact the school office – 01709 828168

Email: [herringthorpe@willowtreeacademy.org](mailto:herringthorpe@willowtreeacademy.org)

**Closing Date:**

**Interview Date:**

### Job Context and Expectations of the Postholder

- This is a high profile post within an existing Multi Academy Trust
- The environment is sometimes pressurised so flexibility, a calm approach and a “can-do” attitude are required to carry out the role effectively
- The postholder's integrity and discretion must be without question in order that MAT finances are managed to the highest standard

- Positive interactions with staff and students are an expectation
- Direct supervision is minimal so the ability to prioritise, use initiative, be proactive, organise one's own workload and that of others, whilst maintaining high standards, is essential
- The post holder must be proactive in keeping professional knowledge up to date and have a commitment to personal and professional development
- It is crucial that all staff in the MAT adhere to and actively support MAT policies

## Key Accountabilities

- Responsible for ensuring that the Trust's accounting systems are effectively and accurately maintained in compliance with the Funding Agreement, the Academies Financial Handbook, the Academies Accounts Direction and all relevant Companies and Charities legislation.
- Responsible for developing and monitoring the Trust's financial procedures and processes to support this aim
- Undertake the HCSS finance system administration tasks e.g. creating new periods, year-end processes
- Undertake period end procedures for the four primaries in a timely and efficient manner
- Responsible for supporting the financial management of all schools within the Trust
- Undertake period end procedures for the MAT in a timely and efficient manner
- Interrogate and address issues in schools P&L and balance sheet
- Identify and perform all necessary accounting adjustments for all schools, and the MAT, as part of the period end process
- Prepare and submit consolidated HMRC returns
- Reporting to the CFO on a regular basis
- Responsible for ensuring that financial data produced is fit for the purpose to support the Trust's financial reporting and strategic decision making including producing detailed monthly management accounts for each of the schools and communicating the financial position of each school.
- Monitor and report local financial information to support the consolidation for MAT financial reporting and strategic decision making
- Provide support for any capacity or capability issues identified in schools
- Cover the finance functions in schools when necessary
- Responsible for the production of information to support scrutiny, analysis, Audit and Statutory Financial Statements.
- Support the CFO to ensure that the schools' financial policies, procedures and structures meet each school's needs and maintain compliance with Financial Standards
- Quality assure financial processes and procedures and report to the FAR Committee 6 times a year
- Ensure that all financial data recording has a clear audit trail and meets audit criteria to adequately evidence the content in the financial statements
- Lead on financial audits for the Trust
- Oversee the monthly cashbook & adjustments journals for each school
- Responsible for the timely submission of all statutory returns
- Responsible for the production of deliverable financial plans which support each school's curriculum and investment strategy.
- Support the production of the annual budgets for the four primary schools
- Produce the annual budgets for the primary schools & MAT

- Proactively report budget variances and recommend key management actions, identify investment opportunities and make recommendations
- Responsible for monitoring and reporting local financial information which supports the consolidation of the MAT financial reporting and strategic decision making.
- Monitor monthly forecast outturns for the schools and MAT
- Prepare and process accruals & prepayments on a monthly basis
- Lead on the budget setting process with the CFO
- Proactively report budget variances and recommend key management actions • Produce consolidated management reports on a monthly basis for the Trust
- Support the achievement of value for money across the MAT.
- Ensure best value through effective local purchasing, contract monitoring and benchmarking to support the Trust to deliver effective central purchasing and contract monitoring
- Support the CFO with the annual benchmarking exercise
- Contribute to the preparation of local bids and tenders for capital projects, grants and services
- To keep professional knowledge up to date.
- Attend briefings on financial matters and feed back to the CFO
- Undertake training as appropriate for professional development
- Be proactive in keeping abreast of DfE requirements, financial legislation and procedures
- Consult finance professionals for advice and information
- Contribute professional expertise to inform school finance policies and Procedures
- Attendance at Trust Board and Committee meetings when required to produce year end findings
- Undertake other tasks as reasonably requested by the CFO or other senior staff

Qualifications	Essential	Desirable	Evidence
	<p>Recognised qualification in accounting</p> <p>Qualified Accountant status CCAB</p> <p>Proven experience of financial management and reporting in a Multi Academy Trust and/or secondary school academy</p>	<p>Experience of influencing at a strategic level</p> <p>Relevant work in a similar context e.g education, social care, health etc</p>	<p><a href="#">Application Interview References</a></p>
	<p>Business/delivery issues and the appropriate knowledge to handle and resolve complex issues, anticipate problems and recommend solutions within an overall strategic plan- preferably within the sector</p> <p>Experience of initiating, planning and delivering successful change</p> <p>Evidence of the ability to devolve responsibilities, delegate tasks and monitor outcomes Good organisation and proven administrative abilities</p>	<p>Successful evidence of securing partnership working with an organisation outside normal partners</p> <p>Knowledge of commonly used systems within schools and how the transactions recorded with these can be effectively included in the MAT accounts</p>	<p><a href="#">Application Interview References</a></p>
	<p>Experience using HCSS or similar financial reporting software, across multiple units</p> <p>Experience managing/tailoring</p>	<p>Experience of the Academy conversion process</p>	<p><a href="#">Application Interview References</a></p>

	<p>financial procedures and policies</p> <p>Knowledge and understanding of relevant legislation</p> <p>5 years of experience of managing large budgets</p> <p>5 years' experience of financial reporting preferably at least 2 years in an Academy environment</p> <p>Knowledge or understanding of consolidated Academy financial reporting</p> <p>At least 1 years' experience of supporting consolidated budgeting and reporting preferably in an Academy</p>	<p>Experience in marketing and revenue generation</p> <p>Knowledge of understanding of procurement process</p> <p>Understanding of IT management information systems and Microsoft systems</p> <p>Knowledge of Companies House legislation</p> <p>Proactive in acquiring and understanding changes to Finance Law and guidance</p>	
--	--	--	--