



## Job Description

**Post Title:** Finance Manager

**Pay Scale:** Grade 10

**Responsible to:** MAT Director of Finance & Business

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### Main Purpose of the Post:

- To provide an efficient and effective financial management service to the Multi Academy Trust.
- To develop financial controls and lead on monthly and year close, and be responsible for producing the statutory accounts alongside the Director of Finance & Business.
- To ensure the provision of management information to allow accurate strategic decision-making.
- To cover the Director of Finance & Business in his or her absence.

### Principal Accountabilities:

- Plan and provide information to the Director of Finance, Executive Principal and Senior Leadership Team (SLT) on financial management issues to maximise efficiency in line with Academy policy.
- Working alongside the Director of Finance, prepare the annual accounts and backing working papers.
- Working alongside the Director of Finance, prepare detailed management accounts, including performance compared to budget and variances explained.
- Work with the Academy auditors to maintain financial regulations.
- Responsible for Central Trust Finance Support to all Primary Schools within the trust, to include the review and completion of all monthly reports and support for senior colleagues within the schools to ensure the risk of Fraud, Regularity and Material Error, is mitigated
- Complete budget journals, virements and produce budget reports for budget holders and resolve queries when requested.
- Monitor and prepare departmental budget reports and advise the budget holders.
- Prepare reports for submission to external bodies on behalf of the Multi Academy Trust, e.g. Education and Skills Funding Agency (ESFA) and the Department for Education (DfE).
- Negotiate, monitor and review contracts the Academy has with external bodies.
- Work with the Director of Finance & Business to prepare the annual budgets for all academies in the trust for presentation to the Executive Principal and Board of Directors.
- Be an authorised signatory for orders, invoices and payments.
- Manage and maintain accounting software, including leading on the development and transfer of systems when appropriate.
- Transport cash across Academy sites and to and from the bank when required.

- Review and sign off petty cash reconciliations in conjunction with more junior staff
- Review and sign off as a signatory, automatic BACs payment runs and overtime returns
- Assist in the annual review and updating of the Financial Procedures for the academy with the Director of Finance & Business
- Act as the main operational representative for the primary schools in the trust during the Year End Audit & Accounts Undertake periodic review of balance sheet reconciliations across the trust and undertake Internal Audit Work as identified within the Internal Audit Timetable
- Assist in the development and introduction of new financial controls and procedures
- Lead on all training required for finance and admin staff within the primaries schools in the trust for financial systems and controls

## **General**

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

## **Knowledge, Skill and Experience:**

- Knowledge and experience of working in a financial management setting in an education establishment.
- Association of Accounting Technicians (AAT) qualified or equivalent
- Association of Chartered Certified Accountants (ACCA) qualified, part qualified or qualified by (significant relevant) experience.
- Able to interpret and apply financial regulations and guidelines, including working within appropriate legislative frameworks.
- Good knowledge of a variety of IT applications, including experience of using financial management systems.
- Able to develop and maintain sound principles of financial practice.
- Knowledge of the principles of Best Value.
- Experience of negotiating and reviewing contracts.
- Able to set and monitor budgets and work accurately with complex financial information.
- Able to work as part of a team and use own initiative.
- Efficient and effective organisation and prioritisation skills.

- Effective interpersonal and communication skills.
- Effective administration skills and previous experience working in a financial environment.
- Effective IT skills and experience in the use of Microsoft Office packages.

### **Creativity and Innovation:**

- Assist in the design, develop and implementation of policy, practice and procedures regarding finance.
- Deliver and present complex financial information in an accessible format.
- Lead on the research, negotiation and review of contracts and services from suppliers.
- Present recommendations to improve systems and processes across the Multi Academy Trust.
- Explore anomalies with accounts or financial information to ensure accurate records are maintained and in keeping with financial regulations.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.

### **Decision-Making:**

#### **Discretion:**

- Offer recommendations to the Multi Academy Trust Finance Director, Heads of School and the Executive Principal regarding budgetary changes based on knowledge and understanding of the overall budgetary situation across the Multi Academy Trust.
- Decide upon the implementation of financial strategy for the Multi Academy Trust and the review of financial policies and procedures.
- Decide on the procurement of good and services from contractors.
- Be an authorised signatory for the Multi Academy Trust.
- Manage own workload to ensure the effective financial management of the Academy.

#### **Consequences:**

- Decisions are led by financial regulations.
- Decisions will have a significant impact on the financial management and reputation of the Multi Academy Trust.

### **Contacts and Relations:**

- Contact on a daily basis with the Executive Principal, Director of Finance, Executive Finance Lead, SLT, Academy Staff and Governors to advise on complex financial issues.
- Contact with line managers to advise on budgetary issues and to raise issues and report information.
- Contact with the Finance Teams across the Multi Academy Trust, to advise, assist and train.
- Contact with a wide variety of contractors and suppliers regarding the negotiation and review of products and services.
- Contact with representatives from the ESFA, the Local Authority (LA), auditors, bank and the DfE on complex financial information.

**Responsibility for Resources:**

- Shared responsibility with other members of the Finance Team to the Sirius Academy West safe and the Sirius Academy North safe, up to the value of approximately £2,000.
- Authorised signatory for the Multi Academy Trust cheques.

**Working Environment:**

**Work Demands:**

- Meet deadlines for the production of documents for the Executive Principal and SLT and may be given at short notice.
- Complete DfE, ESFA and LA returns by certain deadlines; deadlines may be subject to frequent change as government changes the status and criteria attached to the funding.
- Meet demands from external bodies for bids and complete financial analysis and evaluation; may cause the post holder to have conflicting demands placed on time.

**Physical Demands:**

- Work will require normal physical effort.

**Working Conditions:**

- Work will be undertaken in a normal office/school environment.

**Work Context:**

- Work is undertaken in a school environment and may be subject to challenge from parents and students.

**Position in Academy:**

- Indicate how many staff for whom the post holder is directly responsible: 4.

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

**Date of Job Description** .....

**Date copy sent to post holder** .....

**Staff signature** .....

**Line Manager signature** .....