

JOB DESCRIPTION

Job Title:	Finance Manager
Hours:	37 hours per week, All year round
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Senior Finance Manager
Responsible for:	Finance Assistant
Liaison with:	Chief Finance & Operations Officer, finance team, Headteachers, Senior Leadership Team, external stakeholders

Job Purpose:

To be the main point of contact for Head teachers and budget holders in financial management and budget forecast planning and monitoring whilst ensuring compliance with the Trust’s Finance Policy and the Academy Trust Handbook.

Key Responsibilities

- The Finance Manager is responsible for ensuring that the financial activities of designated Schools within the Trust are operated and reported on accurately, completely and in a timely manner. Responsibilities include, but are not limited to, the following:
- Prepare monthly management accounts/budget/forecast monitoring reports for specified schools
- Carry out/assist in month and year end procedures for specified schools including, but not limited to, Purchase Order reconciliation and clear-down, prepayments and accruals, income tracking, monthly outturn calculations
- Lead monthly meetings with Head Teachers, HR and other involved parties to discuss budget management and forecasting
- Preparation of annual budgets and forecasts as required
- Carry out supplier checks and other back-office checks as required
- Keep abreast of current educational developments which may have implications for the Trust
- Management and development of staff

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
 - To promote the vision and aims of the Trust.
 - To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
 - To attend meetings, training days and CPD sessions.
 - To be an effective team player and support the functions of the ATLP.
 - Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
 - Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
 - To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Finance Manager

MOA – Method of Assessment

AF – Application Form

I – Interview

CRITERIA		Essential/ Desirable	M.O.A.
EDUCATION & QUALIFICATION	<ul style="list-style-type: none"> Higher education business-related qualification preferred but not essential (AAT, CIMA, ACCA, CIPFA) NVQ 3 or equivalent qualification or above GCSE Maths and English - grades 9 to 4 (A* to C) 	E E E	AF/Certs
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Experience in delivering financial reports Understanding of, and experience with, accruals and prepayments as a concept and in practice Intermediate Excel skills – including pivot tables, VLOOKUP and XLOOKUP, subtotals etc. Previous financial systems experience (Sage 200 or Sage Intacct preferred) Strong interpersonal skills with an ability to explain finance to non-finance managers Experience of working to tight deadlines in a regulated environment Previous work experience in the education sector 	E E E E E D	AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Analytical skills with a questioning mindset Attention to detail with a focus on accuracy Leadership skills – to lead a financial conversation with clear aims and outcomes Ability to listen and not to judge Excellent written and verbal English language skills Able to work well in a team Ability to work accurately under tight deadlines 	E E D E E E E	AF/I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Committed to and able to promote the aims of the school and the values of the school and the Trust Willingness to share expertise, skills, and knowledge 	E E	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive Disclosure relating to young people or vulnerable adults 	E	AF/I