



JOB DESCRIPTION

FINANCE MANAGER

Responsible to: Chief Financial Officer

Hours of work: 37 hours per week, 52 weeks per year

Role

To assume a hands-on role with responsibility for the effective day-to-day management of the finance team. The Finance Manager is fully involved in the smooth running of the school's financial systems. The successful candidate will be proactive, show initiative and be willing to solve problems relating to the school's financial systems. In consultation with the CFO, the Finance Manager will facilitate the creation, running and maintenance of the school's key financial systems. These systems will be compliant with the requirements of and operate within Academy, ESFA, Company and Charity Financial Regulations.

Responsibilities

1. Completion of the month-end process, on time and to a high level of detail, including; Posting journals, bank reconciliations, review of debtors & creditors, fixed asset additions, general ledger reconciliations and reviewing petty cash. Ensure month end tasks are completed in line with the month end schedule.
2. Preparation of the monthly management reports on a timely basis including analysis of budget variances
3. Assist with the annual budget setting process by reviewing activities and analysing income, expenditure and forecasts.
4. Input budgets onto finance systems and liaise with department heads throughout the year supporting them in monitoring their performance against budgets and answering any ad hoc queries.
5. Work in collaboration with the CFO to plan and support the external and internal assurance audit, including finalising the year-end figures, preparing schedules, collation of data schedules and preparing the year end accounts, participating in any relevant audit review and engaging in post audit activities.
6. Ensure compliance with the school's financial administration and accounting procedures and in accordance with the financial scheme of delegation.
7. Ensure financial records are accurate, complete and compliant and that all finance information and records are confidentially stored and processed in line with GDPR

requirements.

8. Treasury management of the Academy Trust's bank accounts including liaison with Lloyds as and when necessary.
9. Leading on preparing and processing monthly VAT reporting on a timely basis.
10. Maintaining the Fixed Asset Register and completing journals for depreciation.
11. Leading on the day-to-day management of the finance system, being the point of contact for queries, and liaising with the PS Financials software, Tucasi and Access financial software providers where necessary.
12. Ensure the processing of orders, invoices, school credit cards and BACs are in accordance with the school's financial policies. Process BAC's for staff payroll and third parties such as HMRC and pension funds.
13. Financial management and oversight of school trips, ensuring all trips are financially viable and liaising with teaching staff regarding costs.
14. Assist the CFO on achieving Best Value for Money through supplier pricing negotiations and relevant reporting and maintaining the register of contracts.
15. .Provide reports and analysis of information to the CFO as required and review
16. Liaise and respond to queries from the DfE, ESFA, LA, parents, trustees, staff, members of the public, contractors, third parties and other agents on behalf of the school.
17. Manage the finance area of the school's website.
18. To act at all times in accordance with the school's Safeguarding policy. Ensuring the safeguarding of students at the school, recognising one's own role in liaison with the designated safeguarding team.
19. To take part in the training programmes provided by the school and agree to the process of professional reviews.
20. To undertake any other particular duties which may be reasonably assigned to you by the Headteacher from time to time.

PERSON SPECIFICATION - FINANCE MANAGER

Qualifications	
Professional Accounting Qualification (e.g. ACA, ACCA, CCAB, CIMA, CIPFA) or equivalent	Essential
Experience	
At least three years' experience working within a finance department with line management responsibility	Essential
Advanced user of Microsoft Word and Excel	Essential
Working knowledge of financial software packages – the school uses PS Financials , Tucasi and Access	Essential
Personal Skills and Qualities	
Excellent written and verbal communication skills – post holder will be required to liaise with various members of staff within school and wider community including Heads of Year, LMT, students and parents	Essential
High level interpersonal skills and the ability to work as a member of a team	Essential
Ability to be highly productive and work under pressure	Essential
Have high levels of personal integrity, reliability and trustworthiness	Essential
Ability to seek continuous development and improvement and not afraid to challenge the status quo	Essential
Ambition and enthusiasm and a positive 'can do' attitude	Essential
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	Essential
Ability to effectively organise and manage own workload and that of others	Essential
Able to enjoy working in an environment with 11-16 year olds and being part of the school community	Essential
The following would also be desirable:	
Experience of education finance	Desirable
Knowledge and understanding of school data systems such as SIMS	Desirable
Familiarity with the Academies Accounts Direction and the Academies' Financial Handbook	Desirable