



Job Description

Job Title	Finance Manager
Salary	£30,000 - £37,000 depending upon experience and Terms & Conditions negotiated.
Responsible to	Chief Executive Officer

Job Purpose

Work in conjunction with the Trust Chief Executive Officer to manage the Trust's finances. This specifically includes:

- Oversee the procurement, installation and management of the Trust's financial system.
- Managing the Trust's financial systems to ensure tight financial control.
- To ensure statutory duties within the remit of the post are met.
- Budget preparation, development and maintenance of systems for financial performance monitoring.
- Responsibility for developing, reviewing and monitoring policies to ensure Trust compliance and financial integrity at both a national and local level.
- To arrange and/or procure services and resources for the Trust as a whole and the schools within it, ensuring best value at all times.

Report to

The Chief Executive Officer

Responsibilities

To effectively assist and support the Trust in

- Source and secure a financial system that will meet the needs and demands of both the schools within the Trust as individuals, but also as a collective.
- Managing the above financial system to ensure tight financial control through compliance with all relevant regulations and current legislation and requirements.
- Budget preparation, development and maintenance of systems for financial performance monitoring.
- The preparation of annual and multi-year financial estimates and forecasts.
- Developing, monitoring and reviewing policies to ensure Trust compliance and financial integrity.
- The accurate monitoring of budgets, grants and other special funding, and the capital programme, including updating the Budget during the year to reflect additional allocations.
- The production of financial management reports for the Trust as required.



- The compilation of relevant claims, returns and financial statistics and liaison with auditors, grant providers and other external agencies.
- The preparation of reports and attendance at senior management, Trust and Governing Body meetings, including relevant sub-committees and the presentation of financial information.
- The operation of financial systems as required.
- Financial evaluation, together with reports containing recommendations of new projects and policies.
- The development of capital bids and financial capital monitoring as appropriate.
- The completion of Audit Self-Assessment Returns.
- Undertaking financial duties to aid and support the conversion process in respect of a new school's ambition to convert to academy status as part of SLP.
- Advising upon and implementing legislation and Government circulars.
- Assisting Trust budget holders in understanding and managing their budget position to maximise best value towards effective optimisation of resources.
- Assist in the preparation of final accounts and the annual statutory accounts in accordance with relevant accounting and statutory requirements.
- Maximising income streams using an innovative and entrepreneurial approach within the constraints of financial policies and procedures.
- Raising purchase orders, track, and secure budget holder approval.
- Raising monthly invoices, monitoring income and debt collection.
- Arranging and/or procuring services and resources ensuring best value in doing so.
- Where appropriate, devising strategies and action plans to improve the financial systems of the Trust.
- Ensuring appropriate risk management arrangements are in place.
- Ensuring the maintenance of accurate and factual records.
- Working with relevant partners and stakeholders in a spirit of partnership and collaboration and developing effective working relationships for the benefit of the Trust.
- Maintaining an up to date knowledge of legislation and national policy and to ensure the Trust is briefed on changes and emerging best practice.
- Disseminating good financial practice throughout the Trust.
- Ensuring that working procedures and practises comply with the Trust's statutory duties, policies and procedural guidelines.
- Listening and responding to clients and customers using advising, guiding, negotiation or persuasion skills.
- Demonstrating duties to, giving advice and guidance to, and/or training other members of the school or Trust Support Staff.
- Playing a full part in the life of the Trust and the Trust community, supporting the Trusts mission and ethos and at all times encouraging staff and pupils to follow this example.
- Actively promoting the Trust's policies.
- Complying with the Trust's Health and Safety policy, undertaking risk assessments as appropriate.

This job description outlines the main activities of the post. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. In the initial phase of appointment and as



the Trust establishes; the candidate may be required to undertake activities that are outside of the Finance Managers job description.

Developments

The work of the Trust changes and develops continuously which in turn requires post holders to adapt and adjust. The functions/responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will involve discussion and consultation which the post holder and where necessary, with a trade union representative.