

JOB DESCRIPTION

Job Title: Finance Lead

Grade: SO1: PT 29 – PT 31

Job Location: Academies within The Ascent Academies’ Trust

Responsible to: Trust Business Manager

**Principal Responsibilities**

* To act as the operational lead for Finance across the Trust.
* Operating and maintaining the Financial Management System (FMS), finance systems and procedures.
* Month end financial procedures and reconciliations
* To support the Trust Business Manager with financial information to support budget monitoring with the academies.

**Main Duties**

1. Be actively involved in the finance operations and functions within each academy, providing support and guidance as necessary, on site or remotely as required.
2. Lead the month end processes across the Trust, ensuring that all steps are taken to facilitate timely and accurate reconciliations and financial monitoring within academies, central finance records and within the FMS. Undertake monthly adjustments in the management accounts for accruals.
3. Undertake all bank reconciliations as part of the month end processes.
4. Control account reconciliations, debtor and creditor control
5. Advise academy staff on account and cost centre coding, to ensure consistency across the Trust
6. Prepare monthly VAT returns online for submission to HMRC
7. Process weekly central payment runs
8. Monitor, reconcile and recharge costs from external agencies including: fuel cards, childcare vouchers, mobile phones etc
9. Accompany internal and external auditors on visits to academies, as part of the termly audit programme and year end audit and provide requested documents and working papers for review
10. Processing monthly payroll journals and associated adjustments as part of the month end procedures
11. Provide financial reports and other related information as required
12. Maintaining the FMS including: loading budgets, processing journal entries, creating new nominal codes and suppliers, setting up new employees, monthly reconciliations, setting up new financial years, year end processes including roll forward and other general maintenance.
13. Maintain the Trusts Fixed Asset register in line with the Assets and Disposal policy, including monthly adjustments for capitalising fixed assets, processing monthly depreciation charges and making appropriate adjustments for any disposals.
14. Provide advice and training on the Trust’s FMS as and when required to users and budget managers
15. Line manage any central finance support staff
16. Ensure all financial matters are dealt with in accordance with the financial policies and procedures of the Trust and in line with the Academies Financial Handbook

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Karen Raine

Date: March 2021