



Fioretti Trust

Central Finance Manager

Job Title:	Central Finance Manager		
Salary:	GR5	Hours:	36.5 hours per week
Contract Type:	Permanent		
Reporting to:	CFO		

Main Purpose:

The Central Finance Manager is responsible for the day-to-day running of the central finance function for the Trust, as well as working with school staff to ensure the smooth running of finance activities across the Trust in accordance with the Academy Trust Handbook, Fioretti Trust Finance Policy and Procedures, and any other relevant legislation, regulatory or compliance requirements. The post holder will also support high-quality teaching and learning through the preparation, organisation and management of resources throughout the schools.

Duties and responsibilities

1. People Management and Procurement

- Manage and oversee the activities of Central Finance staff and any finance activities completed in schools, ensuring consistency and compliance across the Trust.
- Support, develop and performance-manage members of the central finance team.
- Identify Value for Money from suppliers and obtain best value for the Trust in line with the Finance Policy and Scheme of Delegation.
- Manage the purchase order process to ensure full compliance with the Trust Finance Policy and Scheme of Delegation.

2. Management Accounts, Budgets and Financial Controls

- Prepare and issue accurate and timely monthly management accounts for the central Trust in line with reporting deadlines.
- Model payroll and non-pay expenditure in Access Budgets; meet with central Trust budget holders to discuss budgets and variances.
- Maintain effective financial controls across the Trust, including supplier management, fraud reduction measures and IR35 checks.
- Manage central Trust debtors and creditors and maintain the central fixed asset register.

3. Banking, Payments and Payroll

- Manage the supplier BACS payments process to ensure accurate and timely payments for all locations.
- Reconcile DfE and Local Authority income to bank statements and process cash book journals to correctly allocate income.
- Manage the use of purchase cards and ensure all transactions are accurately recorded.
- Process monthly payroll to ensure that variances reflect contractual changes and payments are accurate prior to obtaining approval for processing.

- Liaise with the payroll bureau, TPS and LGPS to resolve payroll and pension queries.

4. Statutory Processes and Compliance

- Reconcile the VAT control account and ensure the timely submission of VAT126 claims.
- Ensure compliance with the Academy Trust Handbook, Fioretti Trust Finance Policy and Procedures, and all other relevant legislation and regulatory requirements.
- Liaise with internal and external auditors as required; assist in the preparation of year-end accounts.
- Maintain accurate financial records and ensure robust audit trails are in place across all areas of the central finance function.

5. Governance, Reporting and General Duties

- Support the preparation of reports for Trustees and Local Governing Boards.
- Provide cover and support for the central team in the absence of the CFO.
- Build and maintain effective working relationships with school business managers and finance staff across all schools in the Trust.
- Participate in training and other learning activities and performance development as required; keep up to date with developments in school and Trust finance.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment. Ensure all tasks are carried out with regard to Health and Safety.
- Adhere to the overall ethos, work and aims of the school. Promote the agreed vision and aims of the school. Set an example of personal integrity and professionalism.
- Establish constructive relationships and communication with all staff and other agencies/professionals. Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required. Act at all times in a manner appropriate to the seniority of the post.

Supervision received

- Works under the direction of the CFO
- Regularly supervised with work checked by the CFO. Expected to plan own work to meet defined deadlines and objectives.

Notes:

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Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the CFO.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
Qualifications		
GCSE English and Maths (grades A*–C) or equivalent.	Recognised or part-qualified accounting qualification (CIMA, ACCA, CIPFA or AAT) or actively working towards one.	A / C
Working towards or holding a full recognised accounting qualification (CIMA/ACCA/CIPFA).	Evidence of continued professional development relevant to school or public sector finance.	A
Experience		
Experience of working in a finance role within an educational setting.	Experience of managing and developing finance staff.	A / I
Experience of preparing management accounts and supporting budget-setting processes.	Experience of payroll processing and resolving payroll/pension queries.	A / I
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Experience of working within a multi-academy trust or academy trust finance environment.	A / I
Experience of using Access Education Finance or a comparable school/trust finance system.	Experience of preparing VAT returns and liaising with internal or external auditors.	A / I
Knowledge & Skills		
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Knowledge of the Academy Trust Handbook and the financial compliance requirements applicable to academy trusts.	A / I
Sound knowledge of financial controls, including supplier management, fraud prevention and IR35 requirements. Knowledge of TPS and LGPS pension schemes	Knowledge of TPS and LGPS pension schemes and the ability to resolve pension-related queries.	A / I

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and the ability to resolve pension-related queries.		
Ability to manage conflicting responsibilities and competing deadlines effectively.	Ability to self-motivate and manage a varied workload independently to a high standard.	A / I
Ability to communicate clearly and professionally with staff at all levels within the organisation.		I
Ability to work effectively as part of a team and support colleagues across the Trust.		A / I / T
Ability to review working practices and drive continuous improvement in finance processes.		A / I
Good standard of education particularly in English and Mathematics.		I
Good IT skills, including proficiency in Microsoft Office (particularly Excel) and experience of finance or MIS systems.		A / I / T
Personal qualities		
Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils.		A / I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust.	Embraces change and adapts positively to new systems, processes and ways of working.	I
Ability to work under pressure and prioritise effectively.		I
Commitment to maintaining confidentiality at all times. Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school.	Deals with difficult situations effectively. Commitment to safeguarding and the welfare and equality of all pupils; DBS Clearance required.	I

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Experience of managing staff and supporting their professional development.		I
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