

Job Title: Finance Manager

Work Location: Trust based with travel to Trust schools as and when required

Reports to: Chief Finance Officer

Grade: Walsall Grade 8

Accountable to: The postholder is accountable to the CEO and will work closely with the CFO and staff across the Trust.

Line Management responsibility: CFO

Links with: All stakeholders

Key Responsibilities

Core Purpose:

As Finance Manager you will play a vital role in the leadership, delivery and continual improvement of financial operations across The Forge Brook Trust. Reporting directly to the CFO, you will be responsible for robust financial planning and financial governance, ensuring statutory compliance, and embedding sound financial practice trust wide. This is a strategic and hands-on role, overseeing financial reporting, budget monitoring, and audit preparation. You will also provide key financial support and advice to Headteachers, Business Managers and academy based teams to enable sound financial decisions.

Main Duties & Responsibilities:

1. Financial Management & Compliance

- Ensure robust financial systems, processes and procedures are in place and compliant with legal, regulatory and Trust standards.
- Collaborate with Headteachers, Business Managers and Local Governors on the drafting and submission of annual budgets to the local governing board.
- Monitor and control financial performance throughout the year.
- Propose budget amendments in response to unforeseen circumstances.
- Lead on the month-end closedown process.
- Identify additional funding needs and assist with grant or bid submissions.
- Support finance-related projects including procurement and value-for-money analysis.
- Oversee contracts and formalise agreements ensuring value and repayment schedules.
- Manage banking arrangements, income processes, and ensure timely reconciliations.
- Work with Academies to support in the preparation of BACS and credit card payments
- Liaison with Lloyds Bank in terms of any banking related matters.

- Assist with year-end financial statement preparation and coordinate audit requirements.
- Completion and submission of the trust wide VAT return.
- Oversight of daily processing tasks: purchase orders, invoices, journals, and petty cash.
 - Produce monthly system analysis in preparation for annual audit review, purchasing day book, creditor/debtor records, prepayments.
- Deliver administrative systems that support academy goals.
- Recommend and help implement affordable, value-focused operational improvements.
- Use data systems for financial evaluation and ensure efficiency through streamlined processes.
- Ensure statutory and agency returns are accurate and submitted within deadlines.
- Lead the management of income, expenditure, banking, reconciliations and transactional integrity.
- Ensure compliance with the Academy Trust Handbook, Companies Act, Charities SORP, and other relevant frameworks.
- Ensure capital projects are financially managed and that all associated accounting entries are accurately recorded, including acquisition costs, transfers to the balance sheet, disposals, and depreciation.

2. Reporting, Monitoring & Audit

- Support the creation of realistic, balanced budgets in consultation with academy-based teams and leadership.
- Produce school level monthly management accounts and cashflow forecasts for CFO consolidation and to disseminate these at school level.
- Monitor and reconcile balance sheet accounts, investigate anomalies, and report findings.

3. Budgeting & Forecasting

- Coordinate the annual budget process across the Trust and individual academies in support of the CFO.
- Provide forecasting to support multi-year planning and strategic risk management.
- Review expenditure against budget, explain variances, and recommend corrective actions.
- Assist school leaders in preparing, reviewing, and amending budget proposals within the budget planning system.

4. Procurement & Contract Oversight

- Oversee compliance with procurement procedures and support best value practices.
- Monitor SLAs, supplier contracts and frameworks to ensure effective financial controls.
- Evaluate financial implications of new contracts or service changes.
- Maintain oversight of leases and recurring financial commitments.

5. Payroll & Staffing Costs

- Manage monthly payroll journal entries.
- Monitor staffing budgets and advise leaders on affordability.

6. Leadership & Culture

- Support Finance Assistants across the Trust.

7. Systems, Policies & Continuous Improvement

- Maintain and optimise the Trust's financial systems and workflows.
- Ensure effective use of finance software and reporting tools (e.g., Excel, Civica Financials, Access).

- Lead on updates and implementation of finance policies and procedures.

8. Support to Academy-Based Staff

- Act as the key finance contact for school-based Business Managers and Headteachers.
- Provide ongoing advice and support on local budget management, compliance and reporting.
- Deliver training and updates to finance and admin staff across all academies.
- Attend local leadership or governor meetings to provide financial insight when required.

General Responsibilities: (this list is not exhaustive and should reflect the ethos of the Trust)

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.

Equality & Equity:

- To ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- To actively challenge and address discrimination.

Work Environment:

- The post holder will need to be flexible and will be directly accountable for meeting objectives and deadlines laid down by the CFO.
- To work on own initiative.

Working Conditions:

Based in Walsall with the expectation to work in all schools across the Trust when required.

Other Duties:

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post. **Health & Safety:** The post holder must carry out their duties with full regard to The Forge Brook Trust's Health & Safety procedures. The post holder will be subject to performance objectives agreed and reviewed annually

Safeguarding:

TFBT is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by TFBT. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead or DDSL.

This job description reflects the policies agreed by the trustees. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Employee
Signature..... Date.....

Print Name
(Employee).....

Employer
Signature..... Date.....

Print Name (Employer)..... Job Title.....



Person Specification: Executive Assistant to the Chief Executive Officer

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Minimum of three years' experience working in a school environment (or similar) within administration. • AAT Level 4 or equivalent • Full computer literacy – Microsoft Office, Excel, Word, PowerPoint, Outlook, Internet and Social Media. 	Willingness to work towards the AAT qualification.
Knowledge & Understanding	<ul style="list-style-type: none"> • A good, working knowledge of current computer operating systems and other relevant systems. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and how your own position relates to these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Good communication skills. • Ability to relate well to children and adults. • Good organisational, planning and prioritising skills. • Methodical with a good attention to detail. 	
Personal Qualities	<p>Always maintain confidentiality.</p> <ul style="list-style-type: none"> • Good inter-personal skills. • The ability to communicate effectively with a variety of stakeholders, to assess and diffuse confrontational situations, as well as make people feel positive and included. • Capacity to remain calm and cope with the unexpected. • Excellent time-keeping record. • Committed and enthusiastic. • Confident, positive and flexible attitude. • Willingness to learn and to deliver excellent customer service. • Love of working in an environment that is centred on children. • Understands the Trust's development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourages the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Requires minimum supervision. • Identifies and overcomes barriers and manage risks. • Demonstrates focused implementation of role and responsibilities. 	