LEARNING ACCORD MULTI ACADEMY TRUST

FINANCE MANAGER

Reporting to: CEO, Deputy CEO & Chief Finance Officer, and Head of Finance

Key Contacts: CEO, Deputy CEO & Chief Finance Officer, Head of Finance, Senior Leaders, MAT Trustees, Academy Heads, MAT Business Managers.

Salary: Grade 9 (Scale Point 23-26)

Work Time: 37 hours per week, term time only + 10 days OR all year round.

Base: MAT HQ, Skelmanthorpe Academy Nursery Building, Elm Street, Skelmanthorpe, Huddersfield, HD8 9DZ

Start Date: ASAP

This is an exciting opportunity to use your experience to play a key role within the Learning Accord Multi Academy Trust covering Kirklees and Calderdale. The Trust currently has 19 schools and is expanding.

Purpose of the Role
The Finance Manager will support the effective operation of the Trust's finance function, ensuring high standards of financial management, compliance and service delivery across all Trust schools.

The postholder will:

- Support the delivery of robust financial controls, systems and processes across the Trust.
- Assist in providing accurate and timely financial information to support decision-making.
- Contribute to the continuous improvement of finance procedures and systems.
- Manage and support members of the finance team, ensuring efficient and effective financial operations.
- Support the production of monthly management accounts, forecasts and budget monitoring reports.
- Assist with the delivery of centralised financial services to all Trust schools.
- Build positive relationships with school leaders and budget holders, providing financial guidance and support.
- Assist with internal and external audit requirements and compliance activities.
- Support VAT administration, payroll processes and financial reconciliations.
- Ensure compliance with the Academy Trust Handbook, Trust Financial Regulations and other relevant statutory requirements.
- Assist the Head of Finance and DCEO/CFO with year-end procedures, statutory returns and financial reporting requirements.

➢ **Key Responsibilities:**

Financial Management and Compliance

- Ensure that financial activities are undertaken in accordance with Trust financial procedures, funding agreements, the Academy Trust Handbook and relevant legislation.
- Support the maintenance of effective financial controls across the Trust.
- Assist with the preparation, monitoring and reconciliation of financial records.

- Support schools with budget monitoring and financial management processes.
- Ensure financial transactions are processed accurately and in a timely manner.
- Maintain accurate accounting records and supporting documentation.
- Assist with maintaining and monitoring the Trust's fixed asset register.
- Support procurement activities and ensure compliance with Trust purchasing procedures.

Management Reporting

- Assist in the preparation of monthly management accounts and financial reports.
- Support the monthly period-end close process.
- Prepare and analyse financial information for budget holders and senior leaders.
- Assist with forecasting and budget monitoring throughout the financial year.
- Support the annual budget-setting process and termly budget reviews.

Payroll, VAT and Banking

- Liaise with payroll providers and schools to ensure payroll information is submitted accurately and on time.
- Support payroll reconciliations and monthly payroll checks.
- Prepare and reconcile VAT returns and supporting documentation.
- Assist with banking activities, including payments, receipts and reconciliations.
- Ensure balance sheet accounts are reconciled regularly and outstanding issues are investigated promptly.

Systems and Process Improvement

- Support the administration and effective use of the Trust's financial systems.
- Assist with the review and development of financial processes and procedures.
- Identify opportunities to improve efficiency and consistency across finance operations.
- Assist with system implementations, upgrades and staff training where appropriate.

School Support and Team Management

- Provide financial advice and guidance to schools and budget holders.
- Support and supervise finance staff within the central finance team.
- Help develop and maintain strong working relationships between schools and the central finance team.
- Deliver finance training and support to school-based staff as required.
- Allocate and monitor workloads within the finance team as directed by the Head of Finance.

Audit and Year-End

- Support the coordination of internal and external audit requirements.
- Prepare working papers and supporting documentation for auditors.
- Assist with year-end procedures, including accruals, prepayments and reconciliations.
- Support the preparation of statutory returns and financial information required by external bodies.

➢ Additional Responsibilities

- Support schools joining the Trust by assisting with financial onboarding and transition arrangements.
- Provide cover for the Head of Finance where appropriate and authorised.
- Support Trust-wide projects and finance initiatives as required.

➢ Other Duties

- Actively engage in professional development and participate in the Trust's appraisal process.
- Undertake additional duties commensurate with the grade and responsibilities of the post as requested by the Head of Finance, DCEO/CFO or Trust Leadership Team.

- Work across Trust sites as required to support schools and meet the needs of the role.

We Are Looking for Someone Who:

- Maintains the highest levels of confidentiality, integrity and professionalism.
- Has strong financial and analytical skills with excellent attention to detail.
- Can communicate financial information clearly to a range of audiences.
- Is highly organised and able to manage competing priorities effectively.
- Has experience of financial systems and financial management processes.
- Can work independently while also contributing positively to a wider team.
- Has experience of supervising or supporting staff development.
- Can build effective working relationships with colleagues across schools and central services.
- Is committed to continuous improvement and delivering excellent customer service.
- Has knowledge of academy, education or public sector finance (desirable).

As the role is based within an educational trust and provides services to schools, the successful candidate will be required to undergo all appropriate pre-employment checks. This includes evidence of a satisfactory safeguarding check, such as an enhanced Disclosure and Barring Service (DBS) check, in line with statutory safer recruitment requirements.