

Trust Finance and business manager Job Description TFB

Salary:	Determined by experience and skill
Working hours:	37 hours per week 9 am to 5 pm Flexible patterns can be discussed
Working weeks:	44 out of 52 weeks of the year (term time plus 5 weeks summer / half term/ easter / Christmas break to be confirmed) Generous annual leave entitlement Leave is taken during school holiday periods

Introduction:

- This is a senior finance/business role within our small multi-academy trust; a very important post which will give the successful candidate an excellent opportunity to contribute to the work of the Trust and its schools through work with the Head of Finance, the Central Team, CEO and Trustees/Directors, Headteachers.
- The role is varied and is line managed by CFO and AO
- Previous work in schools is not required for those with the relevant transferable skills.
- The values of the trust are core to our work. All staff and leaders are expected to promote and follow them.
- All aspects of operational finance issues as well as some strategic works are the responsibility of the post holder
- The work will involve all aspects of finance across the trust. In the first instance the post holder will be responsible for 2 schools in a hub. These schools can be changed at any time to meet the needs of the Trust. All TFBMs will be expected to have knowledge of all schools in the trust and pick up work beyond the 2 allocated schools if needed. Day to day work will be carried out in the Trust offices at CC Chorleywood base. However, you may be required to work elsewhere at times. This JD is not exhaustive, and the post holders are required to follow reasonable directions from their executive team.

Main Responsibilities for the Post

Weekly

- Monitoring and data entry of bank account transactions.
- Resolving email and telephone queries.
- Prepare the budget for next academic year in consultation with the Headteachers and Central Team and CFO / AO.
- Ensure adopted KPIs are met and discussed with the executive team.
- Seek further training if needed
- Monitor the Trust's cash flow position.
- Ensure good financial controls and systems are in place across the Trust and all financial operations comply with ESFA and Academy Trust Handbook requirements. Know these documents well.
- Ad hoc reporting and costings.
- Lead the development of procurement across the Trust, ensuring that 'Best Value' principles are applied to all appropriate purchasing decisions. Keep preferred supplier lists.
- Understanding, following, promoting and contributing to the annual review of financial regulations.
- Work with the Central Team (Operations) to receive quotes on existing or new contracts, ensuring procurement is in line with the Trust's Procurement Policy. To make any recommendations for change regarding the Trust Procurement Policy, referring to auditors' advice or the Academy Trust Handbook as needed.
- To ensure that aspects of the

- Trust's operations and facilities in areas of the postholder's responsibility are monitored and evaluated to ensure statutory responsibilities and compliance are met including policy development which is compliant to legislation.
- To ensure that aspects of the Trust's operations and facilities in areas of the postholder's responsibility are monitored and evaluated to ensure statutory requirements
- To maintain the preferred supplier list
- To keep in touch with headteachers, school office admin and provide training and updates if needed.

Monthly

- Review and reconcile the monthly payroll and post into Access system.
- Producing timely income & expenditure, cashflow reports and commentary, including relevant accruals and prepayments, for submission to the Governors and Trustees.
- Bank and credit card reconciliations.
- Monthly recharges between Trust schools.
- Budget monitoring reports.
- Monthly VAT 126 reclaims for the Trust.

- Liaise with Central team in preparing termly reforecasts and consolidation for presentation to the Finance & Resources Committee and Trust Board.
- Monitor the schools' and Trust's cash flow position.
- Maintenance, control, and monitoring of the payroll system, liaising closely with the Central Team on operations & HR/payroll as well as the external payroll provider, payroll provider ensuring correct input of monthly reports, amendments, and BACS payments into the finance system.
- Responsible for preparing, reviewing and analysing reconciliation of accounts in consideration of balance sheet categories in accordance with accounting standards.
- Prepare and issue invoices for SEND funding and other that comes from other external agencies.
- With the Headteachers & Central Team help to prepare termly budget forecast for all schools.
- Half termly expenditure reports for budget holders.
- Assist with preparation & organization of Internal Audit/Scrutiny visits.

Annually

- Prepare and produce information for the Annual External Audit of the Trust.
- Prepare data for the Trust DfE Budget Forecast Return.
- Prepare the budget for each academic year with the Headteachers, Head of Finance, Central Team and CEO.
- Maintain the Trust/schools Fixed Asset Register and calculate the depreciation on an annual basis.
- Support end of year processes

This list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the post.

Finance Software

The Trust uses the Access Finance package to support its administration of Trust finances & a fully integrated payroll service.

Internal and External Auditing Partners

The Trust employs auditors to support account preparation, inform the Trust of reporting requirements and undertake audits. The Trust's external auditors are Hillier Hopkins LLP. The Trust also appoints an external auditor for internal scrutiny checks (currently HFL Education on a termly basis).

HR

- To ensure all aspects of contracts match with financial information on Access
- To ensure all staff have contracts and to monitor changes and amendments carefully. To raise issues with the CEO/AO if there are concerns

Equalities

Be aware of , promote and support differences and ensure that the Trust's equality and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding Children

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS formerly CRB) as part of the Trust's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the Trust.