



JOB DESCRIPTION

| Role Title | Department | Reports to |
|-----------------|---------------------------|------------------|
| Finance Manager | Finance – Shared Services | Finance Director |

PURPOSE

The Finance Manager will lead and oversee the financial services for all schools within The Alliance Schools Trust, ensuring effective financial management, budgeting, forecasting and reporting. This role will involve collaboration with Headteachers, Operations/Business Managers and external stakeholders to drive real-time financial awareness, market-leading solutions and financial efficiency across the Trust.

DIMENSIONS

| Direct Reports | Budget Responsibility |
|----------------|--|
| None | Managing and overseeing financial reporting for all Trust schools. |

PRINCIPAL ACCOUNTABILITIES

- Deliver high-quality financial services to all schools in the Trust, enabling real-time financial awareness.
- Support quality budgeting and accurate forecasting to ensure financial stability.
- Utilise advanced reporting tools and AI to deliver market-leading financial solutions.
- Meet with Heads and Operations/Business Managers regularly to present actual accounts and review forecasts.
- Review, check, and produce monthly payroll journals and handle payroll forecasting.
- Oversee payroll returns, pension returns, and audit matters related to employment.
- Produce detailed payroll cost forecasts for all schools.
- Manage interactions with our bank and ensure smooth financial operations.
- Liaise with the Maths Hub for reporting and other related matters.
- Submit Land & Buildings returns and ensure compliance.
- Assist with various finance team activities when needed.
- Prepare management information and financial reports for School Governor meetings.
- Identify opportunities for improved value for money, including benchmarking and investment management.
- Develop integrated curriculum overviews and provide support in budget setting.
- Analyse and report on financial data, providing insights and recommendations to enhance financial performance.

PERSON SPECIFICATION

| | |
|--|--|
| Qualifications/Education/Training | <ul style="list-style-type: none">• ACA or CIMA qualified (Essential) |
| Knowledge/Experience | <ul style="list-style-type: none">• Experience working in an education environment• Sound Financial Management experience• Experience with advanced financial reporting tools and AI solutions• Strong understanding of payroll, pension returns, and audit requirements |
| Technical/Business Skills/Ability | <ul style="list-style-type: none">• Ability to communicate effectively, orally and in writing• Ability to work under pressure• Excellent organisational skills• High degree of accuracy and attention to detail• Fully proficient in Microsoft Outlook, Excel and Word• Experience of databases and computerised financial systems• Power BI experience |
| Particular Aptitude/Personal Skills Required | <ul style="list-style-type: none">• Exceptional communication skills, with the ability to build relationships• Resilience, the ability to be flexible and handle high levels of pressure with consistent ability to meet deadlines• Flexible to meet the needs of the Trust• A keen, positive and enthusiastic team player who is approachable and amicable• Enthusiastic problem solver |

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: