



## **Job Title: Finance Manager**

**Reports To:** Senior Finance Manager

**Grade:** Staffordshire grade 9, NJC 28 – 33

**Hours :** 37 hours per week, term time plus 4 weeks

**Location:** Central Trust Office at Outwoods Primary School

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**Job Purpose:** The Finance Manager will lead the effective financial management for assigned schools within the Trust, ensuring robust financial controls, accurate reporting and compliance with statutory and regulatory requirements.

This role will provide strategic financial insight and operational support to the head teacher and other senior leaders and stakeholders, enabling informed decision-making, sustainable budgeting and the efficient use of resources to support the Trusts values and educational objectives.

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### **Key Responsibilities:**

#### **1. Financial Planning and Budgeting**

- Lead on the annual budget setting process for assigned academies, producing 3 year plans and ensuring alignment with trust-wide strategic objectives.
- Work with academy leaders to develop 3 year plans and ensure Head Teacher's strategic plans are taken into account.
- Support schools in interpreting funding allocations and ensuring optimal deployment of resources.
- In partnership with Head teachers, developing improvement plans where necessary

#### **2. Financial Monitoring and Reporting**

- Prepare and present timely and accurate monthly management accounts to key stakeholders including clear commentary.
- Monitor actual spend against budget and provide variance analysis and commentary.
- Produce monthly forecasts in collaboration with Head Teachers
- Advise academy leaders on corrective actions for budgetary issues.

#### **3. Strategic Support and Business Partnering**

- Act as a trusted advisor to Headteachers and senior leaders, providing financial insight to support decision-making.
- Support academy improvement plans with financial modelling and scenario planning.

- Influence strategic initiatives (e.g., staffing restructures, capital investment, curriculum planning, increasing income) with robust financial analysis.

#### **4. Compliance and Governance**

- Ensure financial compliance with the Academies Financial Handbook (Academy Trust Handbook), DfE requirements, and uphold strong internal controls across all financial processes.
- Support the preparation of information for internal and external audits.
- Promote a culture of financial accountability and value for money across the trust.
- Work closely with the HR/Payroll provider to ensure the monthly payroll is processed correctly for all staff. Review preliminary payroll reports for accuracy (e.g. checking starters, leavers, changes, statutory deductions etc) in consultation with the HR Lead.

#### **5. Systems and Process Improvement**

- Work with the central finance team to continuously improve financial systems, processes, and controls.
- Support the rollout of new financial tools and training across the trust.

#### **6. Other duties**

- Support income generation and ensure grant funding is issued in accordance with conditions.
- Contribute to Trust-wide initiatives and support onboarding of new schools.
- This list of duties is not exhaustive and may change depending on the needs of the Trust.

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#### **Key Relationships:**

- Chief Finance Officer
- Headteachers and Senior Leadership Teams
- Central Team
- School Administrators
- Trustees and Local Governing Bodies
- Internal and external auditors

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#### **Additional Information:**

- Travel between academy sites is required.
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## **Person Specification:**

### **Essential:**

- Qualified, part qualified accountant (CIMA/ACA/ACCA or equivalent), AAT or qualified by experience in a relevant financial role.
- Strong experience in budgeting, financial reporting, forecasting and business partnering.
- Excellent interpersonal and communication skills, with the ability to explain financial concepts to non-financial stakeholders.
- High level of integrity and attention to detail.
- Strong Analytical and organisational skills.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Excellent IT skills including Excel and Finance systems.
- Teamwork, flexibility and commitment to Trust values.
- Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Commitment to safeguarding, equality, diversity and inclusion

### **Desirable:**

- Experience working in the education sector or within a Multi-Academy Trust.
- Knowledge of public sector finance regulations and the Academy Trust Handbook.