



**The Gateway Trust**

Empowering futures, building belonging, stronger together



In collaboration with

**UNIVERSITY OF  
PORTSMOUTH**

## Job Summary & Person Specification

**Job Title:** Finance Manager

**Accountable to:** Finance Director

**Grade:** Grade F

**Contracted hours:** 37 hours per week – Monday to Thursday 8.00am – 4.00 and Friday 8.00am – 3.30pm Friday.

**Weeks per year:** 52 weeks

**Location:** Fareham with requirement to travel to schools across the Trust if required.

### Main Purpose of the Role

To provide effective and efficient management of the day-to-day schools and Trusts finances including Management accounts, payroll, income receipt, invoicing, bank reconciliations, and VAT returns.

To contribute to the effective running of the Trust, providing financial and administrative support under the direction of the Finance Director and to support the Finance Director in ensuring all processes and procedures are carried out in accordance with the Academies Financial Handbook.

### Key Responsibilities and Duties

#### Finance & Budget Management

- Implement the financial decisions of the COO, CEO and Trust board.
- Advise the Headteachers on academy financial policy, preparing appraisals for future projects and supporting the development of a long-term financial strategy.
- In conjunction with the Headteachers, create and manage the detailed annual budget for the school.
- Support the Finance Director in preparing the school's 3-year budget plan for approval by the Board of Trustees through the Finance Committee.
- Prepare financial data for Trustee/governing board meetings for the COO.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and advise the SLT accordingly.
- Monitor and control income and expenditure in relation to the school's budget.
- Produce monthly management accounts for the COO and Headteachers, and provide end of month reporting to Heads of Department.
- Engage and support budget holders in the management of their budgets, including provision of training and clear, timely reports so they can discharge their roles effectively.
- Regularly inform the Finance Director of all financial matters and of any concerns regarding the nature of income and expenditure.



- Understand the effects and implications of government policies, legislation and directives; develop effective strategies for long-term educational trends and development.
- Interpret matters of policy, procedure and statute to ensure the school's compliance and initiate appropriate action.
- Keep abreast of changes to, and comply with, the Academies Financial Handbook.

## **Procurement & Accounts Payable**

- Oversee the administration of purchasing, invoicing and payment arrangements, and for the ordering or hiring of goods and services in line with school or business policies.
- Liaise with staff regarding the placing of orders; research suppliers to ensure best value where relevant.
- Oversee the raising of curriculum orders for Heads of Department and other staff, including educational furniture and equipment.
- Oversee the coding of invoices with the correct expenditure code, ensure they are logged on the system, and distribute to budget holders for authorisation.
- Oversee the raising of credit notes and cancellation of invoices.
- Check supplier statements and request copy invoices when needed.
- Administer the payment run to suppliers via BACS
- Process department recharges, including photocopying.

## **Accounting, Reporting & Compliance**

- Reconcile the academy bank account(s) monthly to ensure all income is correctly accounted for, including funds from the Department for Education and the Local Authority.
- Reconcile academy control accounts and the trial balance on a monthly basis; maintain the fixed asset register and departmental inventories.
- Bank cash, cheques and BACS receipts; record non-invoiced income against the relevant expenditure code.
- Manage the main bank account and deposit account, ensuring cash flows are sufficient; have overall responsibility for cash flow management.
- Prepare the monthly VAT return for the Trust (Making Tax Digital process).
- Develop and manage robust financial systems and processes, including ongoing review and improvement, to ensure accurate records and that reporting deadlines are met.
- Assist with the administration and training of the school's financial software system (Access Finance and Budgeting).
- Liaise with external auditors and assist managing the end-of-year processes for the Trust; support the Finance Director in preparing the annual audited accounts in line with the Companies Act, Charity Act and other applicable regulations.
- Work with external auditors/accountants in the preparation of financial returns where necessary.
- Provide ad-hoc financial reports and analysis to support the Finance Director as required.



## Payroll

- Support and produce the monthly payroll following the routines and procedures across the Trust, with a thorough understanding of all payroll transactions.
- Manage all aspects of the monthly payroll cycle, including:
  - Running payroll: checking pension contributions, end-of-year certificate (EOYC) updates and payslip comparison reports.
  - Post-payroll: uploading the monthly payroll journal, ensuring payroll accounts reconcile, and making third-party payments.
  - Work with the Finance Director and HR Director in the preparation of monthly payroll (Access People); ensure appropriate controls and checks are in place.
  - Manage all aspects of pension scheme administration, including contributions, queries, reports and ensuring contractual enrolment is managed with relevant starter and opt-out forms.
  - Support staff with payroll queries and calculations, including managing over/underpayments and backdated pay awards.
  - Undertake regular checks and review of data accuracy input at school level; process corrections where required.
  - Make payroll payments and deal with any returned payments.

## Leadership & Management

- Provide leadership and guidance, including direct line management responsibility for part of the Finance Team.

## Training & Development

- Regularly review own practice and take responsibility for own continuous professional development.
- Participate in the annual appraisal process.
- Complete mandatory training including safeguarding and GDPR.

## General

- Be aware of and comply with all policies and procedures, including those relating to child protection, health & safety, security and confidentiality.
- Undertake other duties as required by the Finance Director, commensurate with the grade of the post.

## Additional Information

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the schools and the central Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.



The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher/CEO. Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Individuals have a responsibility to promote and safeguard the welfare of children and young persons that they are responsible for, or come into contact with.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs or equivalent at Grade A–C (or 9–4) in Maths and English</li> <li>AAT Level 4 in Accounting, an Accounting Degree, or a minimum of 5 years' experience in an equivalent setting</li> </ul>	<ul style="list-style-type: none"> <li>ACA, ACCA or CIMA qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in a similar finance/accounting role</li> <li>Previous line management experience</li> <li>Experience of administering a Purchase Ledger</li> <li>Experience of data entry and reporting using an accounting system</li> <li>Experience of finance/accounting: processing and reconciling transactions, processing invoices, ordering resources, etc.</li> <li>Experience of working as part of a team and across teams to resolve issues</li> <li>Experience working within an education or public sector finance environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of payroll administration (preferably Access Payroll)</li> <li>Experience of academy/MAT finance and the Academies Financial Handbook</li> <li>Experience of Access Finance or similar financial management software</li> </ul>



<b>Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills (written and verbal)</li><li>• Ability to work under pressure and to strict deadlines whilst managing a varied workload</li><li>• Outstanding attention to detail, accuracy and numeracy</li><li>• Ability to use own initiative to improve areas of practice</li><li>• Proficient in the use of Microsoft Office (Word, Excel, Outlook)</li><li>• Ability to deal with confidential and sensitive information with tact, applying data protection principles at all times</li><li>• Strong analytical and problem-solving skills</li><li>• Proactive and process-driven approach</li></ul>	
<b>Key Competencies</b>	<ul style="list-style-type: none"><li>• Excellent organisational and time management skills with a proven ability to meet deadlines</li><li>• High attention to detail with speed and accuracy of input</li><li>• Strong customer service ethic</li><li>• Committed to achieving the highest standards</li><li>• Flexible, calm, positive, enthusiastic and professional</li><li>• Willingness to undertake continuous professional development including safeguarding and GDPR training</li></ul>	