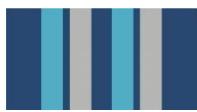




Job Description Template

<b>Role</b>	<b>Finance Manager</b>	<b>School/Department</b>	Shared Services
<b>Grade</b>	8	<b>Reports to</b>	Financial Controller
<b>Purpose</b>	The Finance Manager is responsible for the effective delivery of the Trust's central finance operations, ensuring that financial transactions are processed accurately, timely, and in line with Trust policies and procedures. The role brings together finance activity across the Trust, prepares high-quality financial information, maintains reconciliations, supports compliance, and leads the Shared Services finance team to ensure robust and consistent operational finance processes.		
<b>Scope</b>	<b>Staff responsibilities:</b> Yes		
	<b>Financial Accountability:</b> No		
<b>Key accountabilities</b>	<ul style="list-style-type: none"><li>Lead the delivery of central finance operations, including AP, AR, reconciliations, journals and income processes, ensuring accuracy, timeliness and strong internal controls.</li><li>Support compliance, VAT, audit and regulatory requirements, and maintain finance systems, access controls and training.</li><li>Line manage Shared Services Finance Assistants, ensuring effective workload allocation, consistent application of policies and continuous improvement of finance processes.</li></ul>		
<b>Relationships</b>	The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erleigh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.		
<b>Supporting Maiden Erleigh Trust</b>	The postholder may occasionally support other Maiden Erleigh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.		
<b>Main duties and accountabilities</b>	<b>Central Finance Operations</b> <ul style="list-style-type: none"><li>Oversee the day-to-day operation of central finance activities, ensuring all transactions are processed accurately and in a timely manner.</li></ul>		



- Review and post journals, including month-end journals, accruals, prepayments, utilities, catering and other central recharges.
- Maintain finance mailboxes, ensuring emails are delegated and queries are responded to promptly.
- Support the Financial Controller in month-end and year-end close processes and preparation of high-quality financial reports.

### **Accounts Payable**

- Oversee the purchase ledger, including processing invoices, managing supplier accounts, and ensuring timely and accurate payments via BACS and other payment methods.
- Process ad hoc payments including foreign and off-payroll payments, ensuring compliance with Trust approval limits and segregation of duties.
- Investigate and resolve supplier queries or discrepancies promptly.
- Ensure AP processes operate efficiently and consistently across the Trust, maintaining strong internal controls.

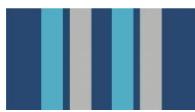
### **Accounts Receivable and Income**

- Oversee the sales ledger and income streams, including grants (including but not limited to GAG, Pupil Premium), lettings, catering, trips, clubs, and student payments.
- Maintain oversight of aged debtors, ensure timely follow-up on outstanding balances, and escalate risks to the Financial Controller.
- Ensure accurate posting of income, reconciliation of accounts, and compliance with Trust policies.

### **Reconciliations and Financial Accuracy**

- Prepare Trust-wide bank reconciliations and reconcile credit cards, Equals cards, and other payment methods.
- Review reconciliation schedules, supporting documentation, and investigate discrepancies.
- Support the Financial Controller in maintaining financial accuracy and integrity across all Trust accounts.

### **VAT, Compliance, and Audit**



	<ul style="list-style-type: none"><li>• Prepare quarterly VAT returns and supporting schedules for review and submission to HMRC.</li><li>• Ensure finance activity complies with Trust Financial Regulations, policies, and statutory requirements.</li><li>• Prepare audit working papers, support internal and external audits, and implement agreed audit actions.</li></ul> <p><b>Finance Systems and Training</b></p> <ul style="list-style-type: none"><li>• Act as system administrator for finance and related systems (including but not limited to PSF, invoice matching systems, ParentPay), maintaining user access, security roles, and segregation of duties.</li><li>• Provide training, guidance, and support to staff on systems and operational processes.</li></ul> <p><b>Policies, Procedures and Systems Development</b></p> <ul style="list-style-type: none"><li>• Review, maintain and contribute to the development of finance policies, procedures and guidance documents to ensure they remain current, compliant and aligned with Trust Financial Regulations and statutory requirements.</li><li>• Ensure consistent application of finance policies and procedures across schools and central teams, providing clarification and operational guidance as required.</li><li>• Lead the development, enhancement and optimisation of finance systems and related processes, working with the Financial Controller, IT and system providers to improve functionality, controls and efficiency.</li><li>• Identify opportunities for system automation, integration and process improvement to strengthen controls, reduce manual processing and enhance reporting capability.</li><li>• Support the implementation of new finance systems, modules or upgrades, including testing, user acceptance, documentation and staff training.</li></ul> <p><b>Leadership and Line Management</b></p> <ul style="list-style-type: none"><li>• Line manage Shared Services Finance Assistants, allocating workloads, setting priorities, and monitoring performance.</li><li>• Support staff development, provide constructive feedback, and maintain high standards of accuracy, compliance, and professionalism.</li></ul>
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	<ul style="list-style-type: none"><li>Deploy Shared Services Finance Assistant capacity to manage peaks, backlogs, leave, and cross-hub issues.</li></ul> <p>The postholder will also be required to undertake any other duties as may reasonably fall within the scope and remit of the role, as directed by the Chief Finance Officer and Financial Controller.</p>
<b>Other requirements and responsibilities</b>	<ul style="list-style-type: none"><li>Enhanced DBS clearance required.</li></ul>

### Person Specification

Role	Finance Manager	School/Department	Shared Services
Qualifications, training and education			<ul style="list-style-type: none"><li>A recognised accounting qualification (AAT, ACCA, CIMA or equivalent), <b>or</b> demonstrable equivalent experience in an operational finance role.</li><li>Significant experience in a <b>hands-on operational finance environment</b>, including month-end close, journals and balance sheet reconciliations.</li><li>Strong experience of <b>managing transactional finance processes</b> (purchase ledger, sales ledger, banking and reconciliations).</li><li><b>Excellent Excel skills</b>, including:<ul style="list-style-type: none"><li>Confident use of pivot tables</li><li>Lookup and logical formulas (e.g. XLOOKUP/VLOOKUP, SUMIFS, IF statements)</li><li>Data checking, reconciliation and error identification</li></ul></li><li><b>Proven high level of attention to detail</b>, with the ability to identify errors, inconsistencies and anomalies in financial data.</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>Experience working in an academy trust, education, public sector or not-for-profit environment.</li><li>Knowledge of academy trust funding and reporting requirements.</li></ul>		



	<ul style="list-style-type: none"><li>• Experience of supporting audits (internal and/or external).</li><li>• Experience of working within a shared services or centralised finance model.</li><li>• Experience of improving or standardising finance processes.</li><li>• Highly organised, methodical and reliable.</li><li>• Calm and resilient under pressure, particularly at peak times.</li><li>• Pragmatic and solutions-focused, with a strong sense of ownership.</li><li>• Committed to maintaining high standards of accuracy and control.</li><li>• Positive role model for professionalism and good financial practice.</li></ul>
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p>

**Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed:</b> Post holder	
<b>Date:</b>	