

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Core Finance Manager	<u>Grade:</u> J (points 34 – 38)
<u>Role Profile:</u> Organisational Support	
<u>Overall Purpose of Job:</u> As a Core Finance Manager, you will report into the Deputy Finance Director, and will be committed to providing and leading high standards within the Finance Team, supporting and providing guidance to a number of primary/secondary academies in your financial management. You will be responsible for ensuring each academy abides by the Trust's financial regulations and that they provide timely management information in a prescribed format to stakeholders. You will have the ability to communicate effectively and provide expert professional advice to ensure effective finance systems and procedures are operated across the organisation.	
<u>Main Responsibilities:</u> 1. To ensure compliance with the Trust's Financial Regulations Handbook 2. To advise and liaise with Principals/Heads of Academy and Finance Officers/Managers at a number of academies on budgetary controls, finance systems and processes 3. To provide MAT support with central transactions for the Trust, including but not limited to: • VAT returns, BIK and PAYE settlement agreements • Central procurement • Recharges/Inter-company transactions 4. To prepare or review management accounts for each academy and/or the Trust's central team 5. To review monthly financial returns submitted by the academies to core finance, ensuring the template has been fully completed and that control accounts are reconciled, and all transactions have been posted correctly 6. To work with the academies to agree and set budgets for review by the Deputy Finance Director/Chief Finance & Operations Officer (CFOO) 7. To work with the academy based finance staff to ensure the working budgets reflect up to date data and staffing structures 8. To answer day to day finance queries raised by academy staff 9. To work with the Deputy Finance Director/CFOO to ensure returns to DfE are made within the timescales set out within the Academies Trust Handbook 10. To work with the Deputy Finance Director/CFOO in the preparation of the statutory accounts for the Trust 11. To review or prepare journals as required 12. To attend and advise at Academy Advisory Body (AAB) Finance Meetings as required 13. To identify areas for training and development for the academy-based finance teams <u>General</u> 14. You will participate in relevant training and development to maintain up to date knowledge/practice 15. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. 16. You will participate in training and other learning activities and performance development as required. 17. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.	

18. You will ensure strict confidentiality in all areas of work.
19. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
20. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
21. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
22. You will always comply with the Trust's policies and procedures.
23. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- A recognised accountancy qualification (e.g., AAT, ACCA, ACA) (C)
- GCSE Grade A*-C or equivalent in both English and Maths (C)
- Strong working knowledge of best practice in the financial field (A/I)
- Proven successful experience in financial management at a senior level (A/I/R)
- Proven experience of statutory accounts preparation and establishing financial systems in an organisation (A/I/R)
- Strong administration and organisational skills (A/I/R)
- Self-motivated with a can-do attitude (I/R)
- Proven excellence in communicating effectively with others (I, R)
- Strong team skills (I/R)
- High emotional intelligence (A/I/R)
- Sound experience of using accounts and budgetary software (A, I, R)
- Knowledge of best value and financial regulations (A, I, R)
- Experience working in a busy finance department (A, R)
- Ability to form and maintain appropriate and effective relationships with others (R)
- Excellent numeracy and literacy skills (I)
- Strong ICT skills (I, R)
- Excellent presentation and reporting writing skills (A, I, R)
- Proven high attention to detail and accuracy (A/I/R)
- Proven ability to analyse, interpret and present data (I/R)
- Proven ability to work under pressure and to deadlines (A/I/R)
- Motivation to support staff in achieving the best outcomes for children and young people by advising on appropriate allocation of financial resources (I/R)
- Use of a car for business use (business mileage expenses reimbursed) (C)

Desirable

- Solid understanding of the Academy Trust Handbook (A, I, R)
- Proven experience of working in finance within an education setting (A, R)
- Proven experience of successfully line managing people (A/R)
- Proven experience of developing strong working relationships with a range of stakeholders (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Honesty
- Reliable
- Respectful
- Confident
- Integrity

- Hardworking
- Flexible
- Uses initiative
- Problem solver
- Highly organised
- Team player
- Resilient
- Can work under pressure

CONTACTS AND RELATIONSHIPS:

Managers - in regular contact with Executive and Senior leaders

Support Staff – in regular contact with support staff who are involved in finance and administration

Trust Staff – in regular contact with Trust staff within finance, facilities, compliance, human resources, payroll, ICT, operations and education.

External – in regular contact with external agencies, suppliers, contractors, as required

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.