



Affinity Learning Partnership Job Description and Person Specification

Post Title:	Trust Finance Manager
Accountable to:	Chief Financial Officer
Grade:	ALP 7
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

As a member of the Trust Central Team, you will be responsible for the finances of your allocated academies utilising the systems in place across the Trust to be able to produce meaningful information in a timely manner. You will also assist in managing the financial administration associated with the Trust Central Finance Team.

You will work closely with the Chief Financial Officer and provide support for Principals and Leadership Team members when necessary, relating to the areas of your responsibility.

KEY ACCOUNTABILITIES:

FINANCE

- Provide support to the academy level Business Teams in the day-to-day financial operations and financial administration of the academies within the Trust
- Assist the Principals in annual budget setting process, in line with the Trust timetable.
- Carry out monthly budget monitoring review with Principals
- Prepare monthly management information for review by the Chief Financial Officer.
- Assist with the administration of the weekly supplier payments cycle, including being responsible for low level approval of payments on the online banking system (in line with the Trust banking procedures) and administering the Trust Charge Card scheme
- Oversee the weekly reconciliation of the Trust central bank account and to review the month end Trust bank reconciliation (prepared by the Trust Finance Assistant) for review by the Chief Financial Officer.
- Carry out academy level VAT checks and review VAT126 returns (prepared by the Trust Finance Assistant)
- Assist in the management of major facilities contracts as necessary, ensuring adequate financial and operational oversight
- Carry out termly academy level assurance visits, including follow up, as relevant.
- Assist with the continued development and implementation of Trust-wide financial policies and procedures in accordance with the Academy Trust Handbook, in order to improve and monitor a robust system of internal financial controls
- Support the Chief Financial Officer in the management of external and internal audits
- Support income generation initiatives where necessary via bid writing or reviewing
- Maintain an awareness of relevant legislation and changes in government policy etc.

PAYROLL/PERSONNEL

- Collate information for and submit the monthly payroll returns to the external payroll provider
- Carry out detailed checking of the payroll and provide sign off prior to review by Chief Financial Officer
- Maintain budgets regarding payroll changes
- Monitor and evaluate payroll processes and procedures to ensure efficient delivery of payroll services.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct
- Act with professionalism, integrity at all times, promoting the Trust values
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: TRUST FINANCE MANAGER

Education & Qualifications	Essential	Desirable
AAT Level 3 (Advanced Diploma) or NVQ Level 3 in Finance or Business Administration (or equivalent)	✓	
AAT Level 4 (Professional Diploma)		✓
Experience		
Proven and demonstrable experience of working in a finance position, preferable in an education setting	✓	
Experience of managing a budget	✓	
Knowledge & Skills		
Excellent literacy and numeracy skills	✓	
Good IT skills	✓	
Excellent communication and organisation skills	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Methodical with good attention to detail	✓	
Ability to prioritise effectively	✓	
Working knowledge of the Access Education financial IT package		✓
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation	✓	
Coaches and empowers team members to take responsibility for ensuring customer care	✓	
Accepts, supports and quickly implements change	✓	
Identifies and promotes best practice and encourage the sharing of ideas.	✓	
Proactively seek opportunities to increase job knowledge and understanding	✓	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✓	
Works with others to resolve differences of opinion and resolve conflict	✓	
Requires minimum supervision and demonstrates a 'can do' attitude	✓	
Takes responsibility for own and team actions	✓	
Identifies and overcomes barriers and manage risks	✓	
Takes quick and effective action	✓	
Demonstrates focused implementation of role and responsibilities	✓	
Builds strong team ethos where everyone feels valued	✓	
Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	

Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect differences between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	