



## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Finance Manager
<b>Contract:</b>	Permanent, Term Time + 5 INSETS + 2 weeks (including last week of August and other week of school closure to be agreed)
<b>Hours:</b>	37.5 hours per week (Monday to Friday, 8:30am to 4:30pm)
<b>Location:</b>	Bishop's Stortford, Hertfordshire, Office Based (vehicle required for travel between sites)
<b>Salary:</b>	H8 23-26 plus London Fringe allowance (FTE £34,434-£37,280 + £729, pro rata £32,355-£34,974)
<b>Reports to:</b>	Chief Finance Officer (CFO)

### Purpose of the job

1. As a growing Multi Academy Trust of 9 schools we are looking for an ambitious, hardworking, suitably experienced individual to join our dynamic finance team to assist with the strategic vision and leadership of our Finance Hub.
2. To contribute, operate, maintain and develop the financial procedures and systems of the Trust.
3. To ensure in liaison with the Finance Manager and CFO that the Trust is fully compliant with the Academies Financial Handbook.
4. To be an effective, supportive & enthusiastic member of the Trust Finance Hub.

### Main areas of responsibility

#### **A. Leadership and Strategy**

- Take delegated responsibility for the financial processes, monitoring and decisions as agreed with the Finance Manager and CFO.
- Work with the Finance Manager to ensure accuracy, consistency, and robust financial processes are in place across the trust.
- Liaise with the Headteachers within the trust in individual school financial needs, ensuring they are confident and reassured by the level of information and support offered.
- Work with the CFO to ensure the successful transfer of new schools into the trust.
- Implement consistent financial procedures in accordance with current legislation and financial policies.
- Provide support as relevant to the trust, schools and their senior leadership teams.

#### **B. Financial Management**

- Support the trust to prepare school annual budgets and reforecasts for submission to the appropriate governor committees and Trust board.
- Actively monitor the agreed budgets/reforecasts and advise the Headteachers and Finance Manager of any variations and prepare proposals to address those variations.
- Ensure accurate and rigid record keeping and compliance to satisfy audit requirements.
- Preparation of monthly management accounts and reports for key stakeholders.
- Completion of monthly balance sheet reconciliations and fixed asset registers.
- Ensure the management accounts are produced accurately and according to the Trust's Schedule of Business.
- Work with the finance team to ensure orders and invoices are processed accurately and on a timely basis.
- Identify and pursue income generating activities.





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- Ensure the schools have appropriate financial systems and manage all aspects of those financial systems in line with the Trust expectations, ensuring accurate financial records are maintained and reported on a regular basis to the Finance Manager, CFO and Headteachers.
- Develop and maintain excellent working relationships with our customers and respond quickly and effectively to queries.
- Assist in completing all internal and external financial returns including VAT, BFR, TPS audit etc.

### C. Other Duties

- To have Trust related responsibilities such as procurement policy, financial handbook updates, etc.
- To perform any other reasonable tasks as requested by the CEO, DCEO, CFO or Executives within the Trust.

## General Duties

### A. Whole-school organisation, strategy and development

- Demonstrate the vision and values of the Academies in everyday work and practice.
- Contribute to the development, implementation and evaluation of the Academies' policies, practices and procedures.

### B. Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.

### C. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the Academies.
- Develop effective professional relationships with colleagues.

### D. Management of staff and resources

- Direct, supervise and provide support to staff assigned to them.
- Contribute to the recruitment, selection, appointment and professional development of staff.
- Monitor quality and standards of resources delegated to them.

### E. Professional development

- Take part in the Academies' appraisal procedures.
- Take part in further training and development in order to improve own performance.
- Where appropriate, take part in the appraisal and professional development of others.

### F. Communication

- Communicate effectively with pupils, parents/carers, colleagues, wider Academies community and Trustees/ governors.

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

March 2026

