



<b>Job title:</b>	Finance Manager	
<b>Reports to:</b>	Head of Finance	
<b>Scale/FTE:</b>	Salary Scale: BR 9	Hours: 16 hours per week To be worked over 3 days 42 weeks per year

**Job Description**

**Key Responsibilities**

1. Take a lead role in financial management ensuring compliance with the Academy Trust Handbook.
2. Manage the schools and Trust finances to demonstrate innovation and challenge in transforming financial performance, whilst delivering the Trust's strategic objectives.
3. Preparation of annual budgets and 3 year budget forecasts in consultation with the Executive Leadership Team working towards financial sustainability.
4. Deliver and present clear and accurate monthly budget monitoring reports to Head Teachers, Chief Financial Officer, Resources Committee and Chief Executive Officer (Accounting Officer).
5. Develop and lead efficient and effective administrative/operational processes, policies and procedures, setting the direction for sound financial administration across the Trust.
6. Facilitate internal and external audit processes.
7. Co-ordination and administration of the Trust's Payroll in liaison with the Human Resources Team.
8. To work with the Chief Financial Officer in managing the process of maximising income generation and grant applications.
9. Ensuring best value through contract and procurement management.
10. To support and work with members of the central finance team and any other designated staff.

**Main Responsibilities and Duties**

- Provide high level financial reporting and analysis for the CFO/CEO and local schools as required, to inform Trustees and Governors of the Trust's/School's financial position.
- Ensure that the Trust meets the necessary standards for financial management and audit as defined by local and national regulations.
- To provide strategic and operational financial management services which enable the schools within the group to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the Trust.
- To support the preparation of the annual budget in consultation with the CFO/CEO to include investigation of all relevant factors including inflation, salary increases, staffing changes and any other factors that may have an implication for schools' budgets.

- To produce and advise on the interpretation of financial reports, monitoring actual spend against budget, ongoing review and in depth monitoring of the budget against actual spend for the CFO at Trust and individual school level.
- To assist the CFO in forward planning and 1 – 3-year budget forecast, developing the use of appropriate financial tools.
- To provide data to support the CFO in completion of annual submissions to the DfE i.e. BFR/BFRO
- To develop and implement financial systems and procedures including those for quality assurance and to ensure the efficient and effective use of resources.
- To assist the CFO/CEO and Board of Trustees in the duty of ensuring that all financial procedures are adhered to and fully maintained/achieved and to assist in the preparation and review the Trust's Financial Regulations and Scheme of Delegation.
- To ensure that all funding due to the Trust is received.
- To calculate staffing costs, including investigations into contract details to support the work of the HR and Central Team.
- To review the current contracting arrangements for service provision and to regularly monitor the provision of contracted services.
- To co-ordinate purchase requirements of schools and negotiate favourable discounts with suppliers obtaining “best value” across the Trust.
- To advise individual schools on financial procedures, such as lettings/ordering/payments /petty cash etc.
- To monitor expenditure on local school procurement cards and process on the financial management system.
- Authorise BACS and cheque payments as defined in the financial scheme of delegation.
- To undertake regular financial returns such as bank reconciliation/pre-payments and accruals/VAT/Payroll etc as recorded in the Financial Regulations and Scheme of Delegation
- Coordination and administration of the school and Trust payroll systems including the checking and processing of monthly payroll reports.
- To manage parental voluntary contributions, Gift Aid Declarations and complete a Gift Aid return to HMRC annually.
- To manage the year-end procedures including the completion of year-end documentation for the external auditors and the closure of accounts.
- To support the CFO with internal and external audits, providing documentation as requested.
- To actively seek funding opportunities for the benefit of the Trust or individual schools.
- To support, provide advice and train Trust and school finance staff.
- To provide additional support to schools in the event of staff absence to ensure the effective operation of financial procedures.
- To supervise the work of the Finance Assistant.

**Other responsibilities relative to this role are:**

- Be prepared to work flexibly across all schools within the Trust and provide cover as and when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate the Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

**Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of the Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

**Person Specification**

Criteria	Essential = E Preferable = P Desirable = D
----------	--

**Knowledge and Experience**

<ul style="list-style-type: none"> <li>• Knowledge and experience of education finance, processes and procedures.</li> <li>• Knowledge and experience of SAGE for Education or other finance systems.</li> <li>• Experience of working in senior administrative role with significant aspects of financial management</li> <li>• Experience of working as part of a team.</li> </ul>	E P E E
--	------------------

**Skills and Abilities**

<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Fully conversant with IT and a competent user of word processing, email, spreadsheets and applications.</li> <li>• High level of analytical skills.</li> <li>• Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.</li> <li>• Effective personal organisational and good time management skills with the ability to meet statutory deadlines in good time.</li> <li>• Ability to identify priorities quickly and accurately.</li> <li>• Ability to work with autonomy within set boundaries.</li> <li>• Ability to work under pressure.</li> <li>• A high level of personal professionalism and confidentiality.</li> </ul>	E E E E E E E E E
--	---

Personal Attributes	
<ul style="list-style-type: none"> <li>• Enthusiasm and drive for working in a school.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Reliability, confidentiality and integrity.</li> <li>• Ability to promote the positive image of the schools and the Trust.</li> <li>• Good health and attendance record.</li> <li>• A positive and flexible attitude to work.</li> <li>• Willingness to undertake further training/development opportunities</li> </ul>	E E E E E E E
Date: May 2026	