

Faculty/Department	Central Finance Team
Job Title:	Finance Manager
Grade:	Grade 7 £36,363 - £ 39,862 FTE
Post Purpose:	To support the effective operation of the Trust's finance function through the provision of accurate financial reporting, budget monitoring, financial control and compliance. The Finance Manager will support a portfolio of academies, consisting of primary schools and secondary schools, ensuring financial transactions are processed accurately, management information is produced in a timely manner, and school leaders receive high-quality financial support. The postholder will contribute to the delivery of Trust objectives through effective financial management, strong internal controls and continuous professional development.
Accountable to:	Trust Finance Manager
Responsible for:	Up to 3 Finance Assistants
Key Responsibilities	Financial Reporting and Monitoring • Assist the CFO to prepare monthly management accounts for allocated academies • Produce budget monitoring reports and investigate significant variances • Provide financial information and explanations to Headteachers and budget holders • Maintain accurate accounting records in accordance with Trust procedures • Ensure financial transactions are processed accurately and within agreed timescales • Support the CFO in preparing financial information for Trust reporting requirements Budget Support • Assist with the preparation of forecasts and budget revisions • Monitor expenditure against approved budgets • Highlight emerging budgetary risks or concerns to the CFO • Provide financial information to support planning and decision-making Financial Systems and Controls • Manage financial records using the Trust's finance system • Ensure compliance with Trust financial procedures and internal controls • Maintain accurate and complete financial records • Support implementation of agreed process improvements • Promote consistency and good practice across allocated schools Month-End and Year-End Processes • Complete month-end procedures in accordance with Trust deadlines • Prepare journals and reconciliations • Support the preparation and submission of VAT returns • Assist with year-end accounting processes

	Compliance and Audit • Ensure compliance with Trust policies and financial regulations • Support external audit and internal scrutiny activities • Resolve audit queries promptly and accurately • Assist in maintaining effective financial controls across allocated schools • Support implementation of audit recommendations Leadership and Team Development • Line manage up to three Finance Assistants • Allocate workloads and monitor performance • Provide guidance and support to Finance Assistants • Undertake supervision and appraisal processes • Identify training and development opportunities for team members • Promote collaborative working within the finance team School Support • Develop positive working relationships with Headteacher and budget holders • Respond to financial queries and provide support when required • Attend finance review meetings as necessary • Support schools in maintaining sound financial management practices General Responsibilities • Maintain confidentiality and comply with GDPR requirements • Participate in professional development and training • Undertake other duties appropriate to the grade and nature of the post • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy • To establish and enhance positive, constructive, and professional working relationships with stake holders including school leaders, staff, students, parents, and other professionals of the Trust • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality and Diversity.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
AAT qualified, part-qualified accounting technician, or qualified through relevant experience	E	A
Professional Competence		
Strong numerical and analytical skills	E	A/I/T
Excellent organisational and communication skills	E	A/I
Have the ability to communicate effectively both verbally and in writing	E	A/I
Have the potential to lead a group of staff	E	I
Ability to explain financial information clearly to non-finance colleagues.	E	A/I
Have high level ICT skills	E	A/I/T
Ability to manage competing priorities and deadlines.	E	A/I
Experience		
Experience of working in Financial Administrator/ Bookkeeping role / experience of budget setting & monitoring / Month end procedures	E	A/I
Experience using financial management systems	E	A/I
Experience working with multiple stakeholders	E	A/I
Experience of preparing management accounts	D	A/I
Experience of budget monitoring and financial reporting	D	A/I
Experience of month-end procedures and reconciliations	D	A/I
Experience supervising or managing staff	E	A/I
Experience working within a school or Multi Academy Trust	D	A/I
Experience of IMP finance & Budgeting software	D	A/I
Professional Development/Inset		
Show ongoing evidence of continued professional development	E	A/I
Knowledge		
Good understanding of accounting principles and controls	E	A/I
Good knowledge of Excel	E	A/I
Knowledge of Academy Trust funding and financial regulations	D	A/I
Good knowledge of financial reporting & budget management tools	D	A/I
Personal & Professional Qualities		
To be positive, creative and enthusiastic	E	I
To be willing to contribute to the development of service of the Central Finance Team	E	I
Have the ability to communicate effectively and appropriately and to establish positive working relationships with pupils, staff, parents, and other stakeholders	E	I

A = Application
 I = Interview
 T = Task/Activity



R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature