

Job Description

Greensand Support Staff Salary**Scale:** Point 19-23**Contract type:**

Permanent

Reporting to:

Finance Manager/Finance and Operations

Trust Finance Business Partner

Job Purpose

Operational responsibility for the delivery of management accounting information for Trust schools in order to monitor financial performance and aid decision making.

Support the Central Finance Team and Finance and Operations Director to deliver finance strategies and ensure that the provision of financial information is in line with Trust policies and complies with the Academies Handbook.

Support, coach and mentor School Business Managers in all areas of financial management.

Key Accountabilities

- Production of monthly management accounts in line with the Trust reporting timetable
- Completing month end for designated schools
- Reviewing the monthly management accounts to identify and address any areas of over/underspend
- Monitoring spend on capital projects, ensuring all relevant costs have been capitalised and budgets are closely monitored
- Re-forecasting the annual budget each month to ensure that changes to income and expenditure are captured appropriately and any amendments are approved in line with the Scheme of Financial Delegation
- Supporting the annual budget setting and 3-year forecasting process for the designated schools, ensuring assumptions are sound, prudent and in line with Trust guidelines
- Working closely with school staff to ensure strategic short, medium and long term financial plans are delivered, and that budgets closely link with the schools strategic planning process
- Using financial and non-financial information effectively to benchmark performance
- Provision of information as required by the Finance Manager and Finance and Operations Director to support the completion of ESFA financial returns
- Supporting with the preparation of year end working papers for the external audit and accounts
- Supporting with internal audits
- To maximise income generation e.g. external grants, business, sponsorship, funding within the strategic objectives/ethos of the Trust, and acting as point of contact for grant applications
- Provide advice and challenge on school level financial matters to support the budgeting process
- Ensure Management Accounts and budget reports are constructed on a consistent set of assumptions and complies with appropriate legal and regulatory frameworks
- Produce management accounts and end of year information for key reporting at school and Trust level

- Reconcile control accounts, bank accounts and credit cards
- Reconciliation of school trips
- Provide full support to the internal and external audits, including preparation and compilation of audit files
- Identify and secure external funding/grant sources to fund resources and activities not funded by the local authority
- Assist in the management of aged debtor and creditor reports
- Provide ad hoc operational support to the Finance Manager and Finance and Operations Director
- Work on specific projects within the Trust as directed by the Finance and Operations Director
- Undertake any other activities as reasonably directed which are commensurate with the job grade and purpose

General

- Provide proactive and sound financial advice to school staff, ensuring financial training and development needs are identified and appropriate training delivered
- In conjunction with the Central team, ensure financial activity for the designated schools is processed on a timely and accurate basis
- Ensure all activities are carried out in line with the Trust's Scheme of Financial Delegation and ESFA's Academies Financial Handbook
- Provide support to the Finance and Operations Director as required
- Participate in all aspects of staff development and actively seek to broaden knowledge and skills relevant to responsibilities
- Take responsibility for your own well-being
- Participate in appropriate induction programmes to support new staff
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and GDPR
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities and are carrying out your duties effectively
- Share good practice across the Trust

Line Management

- The post does not have line management responsibilities, but the post holder may have oversight of school based staff carrying out finance duties and will be responsible for ensuring these activities are carried out in line with the Trust's Scheme of Financial Delegation

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The actual dates that the additional three weeks attached to this position will be worked should be agreed following discussion and agreement with the Finance and Operations Director.

This job description may be amended at any time in consultation with the postholder.

All staff have a responsibility to promote and safeguard the welfare of children in line with the Trust's Safeguarding and Child Protection Policies.