**Finance Manager**

Manchester



**Salary:** £45,000 - £52,000

**Contract:** Full time (37 hours), permanent

**Start date:** September 2017

**Benefits include:**

* 30 days annual leave, plus bank holidays
* Local government pension scheme
* Childcare vouchers
* Co-operative flexible benefits, including cycle to work
* Co-operative credit union
* Health-care cash-back scheme
* Discounted gym membership & leisure activities
* Season ticket & rental deposit loans
* On-site shop, restaurant and Nuffield Gym

**Closing date:** Friday 21st July 2017

**Interviews:** W/C 31st July 2017

**Applications: must be on our application form:** please return your completed form to: [jennica.rama@coop.co.uk](mailto:jennica.rama@coop.co.uk)

*or*

Co-op Academies Trust | X99 Postal | 10701 8th Floor | 1 Angel Square | Manchester | M60 0AG

**Co-op Academies Trust** aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for nine academies in Leeds, Manchester and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

Based at our sponsor’s headquarters in central Manchester this is an exciting opportunity for someone with strong financial and technical experience to effectively manage the central Trust’s financial resources and provide technical advice and expertise on financial and commercial matters to the senior management team and academy governing bodies. In addition the successful applicant will co-ordinate and manage relationships with the Trust’s payroll and pensions providers.

As well as having the appropriate finance qualification you will have excellent leadership, communication and interpersonal skills. In addition you will have excellent organisational skills and will be able to build strong working relationships with, and influence the work of others, where there is no supervisory / management relationship. You will also be flexible, self-motivated & resilient.

For more information about the Trust, please visit our website

**coopacademies.co.uk**

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

|  |  |  |  |
| --- | --- | --- | --- |
| **Finance Manager (or Controller)** | **Salary - £45k - £52k (Permanent and full time)** | | |
|  | | | |
| PURPOSE OF ROLE  To support the Trust’s Finance and Resources Director and ensure the Trust’s finances are managed efficiently, ethically, professionally, with integrity and conforming to all internal and external regulatory requirements and in a sustainable sound manner. To be the catalyst for driving efficiencies across all areas of Trust both centrally and with each of the Trust’s Academies. To be responsible for the coordination of all financial and management reporting across the Trust (including the financial consolidations) and report in a timely basis.  Line Manager | Finance and Resources Director (F&RD) | | | |
|  | | | |
| **KEY ACCOUNTABILITIES** (and specific duties/ responsibilities)  As key member of the finance team supporting the F&RD and members of the senior management team   * Be a significant member of the finance team and contribute to the Trust decision making process; * Lead on financial planning, management reporting and budgetary control; * Support the F&RD in being accountable for the effective management of the central Trust’s financial resources and the provision of technical advice and expertise on financial and commercial matters to the senior management team and local governing bodies; * Actively seek out and recommend improvements to processes within the wider Trust’s finance team; * Be an active and supportive member of the Trust’s finance team; * Adhere to the Trust’s policies and procedures as set out in any documentation available to staff, and * Work within the Co-operative Academies Trust health and safety policy to ensure a safe working environment for staff, learners and those coming into contact with the academies.   **Growth & development of the Trust**   * To support the F&RD in appraising opportunities to expand the number of academies within the Trust & to make recommendations as to the suitability of such opportunities; and * Support the F&RD in evaluating the financial implications of potential incoming academies and where appropriate, successfully incorporate them into the trust.   **Financial planning, management & reporting**   * Undertake financial planning and monitoring of finances across the Trust in line with best practice; * Ensure prompt and timely preparation of regular management accounts, and analysis of variances with budgets, prepare regular budget reforecasts (in-line with agreed policies) and reporting thereon to the F&RD, senior management team and where appropriate local governing bodies; * Management of the Trusts tax and VAT liabilities (responsible for the preparation of regular tax/ VAT returns); * Contribute to the development of CAT’s financial policies, procedures and systems; * Ensure that the annual accounts are properly presented and adequately supported by the underlying books and records of the central Trust ; * Along with finance colleagues ensure all ESFA requirements are met within the timetable set out in EFA guidance; * Manage ongoing bank relationships for maximum efficiency and oversee cash arrangements and cash flow positions within the Central Trust; * Prepare and consolidate the Trust’s annual business plans for review and recommendation by the senior management team and ultimate approval by the Trust Board; * Manage the financial affairs within the central Trust, in terms of banking, cash flow and working capital requirements ensuring that all remain financially strong and viable at all times; * Liaise with finance colleagues, Principal / Headteachers in relation to the management of the Trust’s risk policy and procurement policies; * Take responsibility for the coordination and management of the relationships with the Trust’s payroll and pensions providers, including day to day operational requirements; * Produce financial information and reports as required by the F&RD; * Ensure that the central Trust has appropriate and effective financial and management information systems and controls in place; * Liaise with internal and external auditors; * The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and * The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post. | |  | PERFORMANCE MEASURES   * Delivery plans for financial policies and procedures being developed and implemented; * F&RD and Board informed and effective in financial matters; * Systems developed and being effectively used for reporting on financial data across the Trust; * Effective communications to all relevant finance stakeholders takes place; and * Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the Central Trust. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Attributes Required Based On Job Description** | | | | |
| **Attribute** | **Description** | **Essential** | **Desirable** | **How measured Application form (A) Interview (I)** |
| **Background & knowledge**  This should include experience, knowledge, skills, qualifications | **Qualifications**   * Degree level or equivalent * Appropriate Professional Qualification (i.e. ACCA / CIMA)   **Experience**   * Minimum three years’ experience in Senior Finance role, including two with line management responsibility * Experience of operating within an education or service sector environment * Experience of MAT or group accounting * Experience of Integrated Accounting software procedures including business planning and investment appraisal software * Line management experience including appraisals, staff development and training   **Skills, Ability & Knowledge**   * Up to date knowledge of financial standards and legislation * Excellent organisation and administrative skills * Excellent leadership, communication (oral and written) and interpersonal skills * Proven track record of building strong personal relationships and credibility at senior level across all internal functions   **Personal Qualities**   * An innovative approach and high energy levels * Enthusiastic and action orientated * Commitment to team and strong team player * Strong commercial acumen and strategic thinking ability * Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. |  |  | A  A  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  I  I  I  I  I |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.