

**WEST LAKES MULTI ACADEMY TRUST**

**JOB DESCRIPTION**

**Post Title**: Finance Manager

**Responsible To:** Chief Operating Officer

**Grade**: 

**Main Purpose:** The Finance Manager is responsible for:

Providing operational and strategic financial support for the Trust.

Manage the MAT Finance Team and deliver finance service to internal and external users.

Designing and implementing new central finance shared services structures and systems and in supporting the development of financial strategy.

Assisting the Trustees, Chief Executive Officer (CEO) and Chief Operating Officer (COO) in formulating the financial aims and objectives of the Multi Academy Trust and in establishing the policies, systems and procedures through which they shall be achieved.

Supporting the Chief Operating Officer in ensuring compliance with financial guidelines and requirements regarding: Department for Education / Education and Skills Funding Agency (ESFA) including Academies Financial Handbook, company law, charity law, local and national legislation and General Data Protection Regulation.

The post holder is required:

* To lead on the effective management and risk analysis of all trust financial activities to enable it to expand
* To establish and maintain outstanding professional relationships with internal and external stakeholders and ensure effective communication across the Trust
* To support and encourage the Multi Academy Trust’s ethos and objectives, policies and procedures.
* To deputise for the COO when required and carry out any other duties as required to contribute to the smooth and effective running of the Trust

Key areas of line management responsibility:

* MAT Finance systems
* MAT Accounting, including budget monitoring reports, production of annual accounts, VAT returns, iPad scheme
* Other DfE reports and returns including: Accounts Return, Budget Forecast Return, Budget Forecast Outturn, capital projects, Teaching School Alliance, Strategic School Improvement Fund, National Support School, National Leader of Education
* MAT Finance Policies and Procedures – support development and review and ensure compliance across the MAT
* MAT Payroll
* Assisting Budget holders to manage their budgets
* Delivery of best value in procurement areas under the job holder’s areas of responsibility and supporting all MAT budget holders to achieve best value
* Working with the Chief Operating Officer on all major MAT contracts to ensure best value, including: capital projects, catering, iPads, IT equipment, utilities, broadband, phones etc
* GDPR, Data Protection
* IT infrastructure development; member of Network Strategy Group
* MAT Growth and Project Management for the areas of finance
* General support to the Chief Operating Officer
* Provide guidance and support to the Accounting Officer in the delivery of their role and responsibilities.

**SPECIFIC RESPONSIBILITIES:**

**FINANCE AND ACCOUNTING**

1. In consultation with the COO and CEO, to prepare the Multi Academy Trust’s annual budget and update as necessary
2. In liaison with the COO and CEO devise and implement the MAT Finance Strategy
3. To monitor income and expenditure in relation to the MAT budget, and produce monthly reports for the COO, CEO and the Trustees
4. To work with the COO to pursue income and sponsorship generation opportunities including the preparation and submission of applications and bids
5. To manage the MAT Finance systems, income (including lettings, consultancy, adult education), invoicing, purchase order, asset register & depreciation.
6. To maintain accurate VAT accounting systems and procedures.
7. To carry out and keep analyses of costs and other statistical information.
8. Ensure compliance with all MAT financial policies and procedures and with DfE/ESFA regulations including the Academies Financial Handbook and Academies Accounts Direction. Report any non-compliances to COO, CEO and trustees.
9. To be conversant with the general principal of taxation applicable to the MAT and the financial implications of charitable status.
10. To deal with the MAT rating assessments.
11. To overview tendering processes and the negotiation of service contracts ensuring all necessary requirements are fulfilled.
12. To co-ordinate and establish a list of approved contractors and suppliers to ensure best value.
13. To be conversant with the formulae used for funding Academies and keep abreast of any proposed changes to model impact on MAT long term financial viability.
14. To liaise with Trustees to agree and maintain an investment policy and strategy for the Endowment Fund which complies with the restrictions in the Deed of Gift.
15. To co-ordinate the annual external audits, liaising with all parties involved.
16. Actively engage with the Responsible Officer for internal audit.
17. To manage the iPad scheme, ensuring that the scheme is financially sustainable, provide support to the MAT and to parents on the operation and administration of the scheme ensuring it is robust, effective and as simple as possible to use.
18. To manage the cashless payment system, ensuring that parents, students and staff are supported in the use of the system.
19. To manage the payroll system, ensuring all staff are paid correctly, including for new appointments, changes and terminations, and the system is operating in accordance with best practice. Ensure compliance with all legislation, HMRC, Teachers Pensions Service, Local Government Pensions Scheme, and other deduction schemes (childcare, cycle scheme etc.).
20. To ensure that all the necessary financial data required for payroll, the Teachers’ Pension and Local Government Pension agencies is submitted.
21. Ensure staff expenses and claims are paid correctly.
22. Prevention of fraud. Ensure all MAT Finance systems and procedures are designed to minimise opportunities for fraud. Keep up to date with fraud awareness, topical fraud issues. Work with the Chief Operating Officer in supporting fraud awareness information and training to staff.
23. Cyber security. Keep up to date with cyber risks and mitigation. Support the Chief Operating Officer and MAT generally in developing and maintaining systems and procedures to maximise cyber security.
24. Work with the Chief Operating Officer to maximise opportunities for investment returns and income generation: organising applications and bids, sales, sponsorship and fund raising as appropriate and required.
25. To ensure that all necessary returns, reports and documentation are completed accurately within time constraints including financial reporting requirements, claims, bids, reports to Trustees and Local Governing Bodies (LGBs), and statistical returns (internal and external).
26. To manage and monitor all contracts, leases and relationships with external contractors.
    1. Prepare, implement and monitor policies concerning the procurement of all MAT supplies and services to ensure best value is achieved.
    2. Support the COO in managing the effective procurement and purchasing of goods and services for the MAT and to negotiate, manage and monitor contracts, tenders and agreements.
    3. Support the COO in ensuring that external contracts deliver best value, required service levels and contribute to the efficient running of the MAT.
27. To keep securely and maintain deeds, documents, agreements and files relating to the MAT.
28. To advise the Trustees, Local Governing Bodies and their committees as appropriate and required.
29. Ensure effective liaison with the Academy’s legal advisors as required.

**GROWTH AND PROJECT MANAGEMENT**

1. Support the COO in undertaking due diligence on behalf of the Trust as required.
2. Support the COO in overseeing bids for any capital development and funding across the Trust.
3. Support the COO in overseeing the efficient project management of capital works across the MAT.
4. Support the COO in ensuring systems in finance provide best value and are effective and efficient.

**LINE MANAGEMENT**

1. To be available at all reasonable hours to meet the requirements of the role.
2. Participate in the selection and appointment of staff to the Finance teams, subject to legislative requirements and any advice that may be provided by the CEO.
3. To be responsible for the induction, performance management and professional development arrangements for all staff within areas of responsibility.
4. To overview the effective deployment of all staff within areas of responsibility.
5. Ensure proper standards of professional dress, behaviour and performance are established and maintained within the teams.
6. To ensure compliance with: -

* General Data Protection Regulation & Data Protection legislation.
* Freedom of Information legislation.

1. To ensure that all returns are completed accurately and submitted within required deadlines.
2. To undertake responsibility for all necessary administration relating to all areas within post holder’s line management remit.
3. In conjunction with COO to ensure that all Health and Safety risk assessments, systems, policies and procedures are in place for the job holder’s areas of responsibility.

**GENERAL RESPONSIBILITIES**

All Multi Academy Trust staff are expected to:

1. Undertake other such reasonable duties as may be required from time to time.
2. Work towards and support the Sponsors’ and CEO’s vision and the objectives of the MAT Development Plan.
3. Support and contribute to the MAT’s responsibility for safeguarding students.
4. Work within the MAT’s health and safety policy to ensure a safe working environment for staff, students and visitors.
5. Work within the MAT’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Bodies at all times.
7. Actively engage in the MAT’s performance management process and take responsibility for their own professional development.
8. Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the Academy network.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

**Person Specification**

**POST TITLE: Finance Manager**

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|  | ESSENTIAL | DESIRABLE |
| **Qualification/Training/Competences** | Relevant financial qualification  and /or evidence of relevant continuous professional development.  If not qualified, willingness to study for a professional accountancy qualification | Professional accountancy qualification: CCAB / CIMA or MAAT  Evidence of ongoing professional development in relation to leadership. |
| **Relevant Experience** | Experience of financial management systems, strategic business and financial planning.  Experience of managing a finance function in line with accounting best practice and within financial constraints.  Experience of managing expenditure.  Experience of managing payroll  Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines.  Experience of team leadership and performance management e.g. motivation, setting objectives, training needs analysis, performance review and appraisal. | Experience of schools’ finance systems (Civica)  Experience of managing change and implementing new systems/procedures/controls.  Experience of working in a school.  Experience of school environment.  Experience of and generating income/sponsorship opportunities.  Insurance claims.  Fixed asset register |
| **Knowledge** | Knowledge of Financial Reporting Standards (UK GAAP, IFRS and Charities Accounting)  Knowledge of UK taxation – PAYE, Corporation Tax and VAT  Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.  A good working knowledge and understanding of methods of ordering, contracts, procurement, tendering and value for money.  Excellent working knowledge of finance, computerised finance systems and accounts, VAT, spreadsheet and word processing software packages. | Good working knowledge of school finance systems.  Knowledge of academies financial reporting systems.  Knowledge of academies funding.  Knowledge of company accounts and reporting.  Knowledge and understanding of School Resource Management in schools and/or academies.  Working knowledge of law with regard to Health & Safety legislation, contracts, freedom of information act, copyright and General Data Protection Regulation / Data Protection.  Good understanding of safeguarding and compliance with Child Protection Procedures. |
| **Skills** | Ability to produce reports and present information to a range of stakeholders.  Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. | Ability to produce reports and present information to: staff, parents, community, Trustees and Local Governing Bodies. |
| **Personal Qualities** | Commitment: sustained energy and enthusiasm to achieve the MAT’s vision for improvement.  Innovation: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.  High standards: ability to lead by example, setting high standards for self and others.  Self-motivation: ability to initiate and complete routine and non-routine work independently.  Resilience: ability to remain calm under pressure and meet deadlines.  Flexibility in working hours. |  |