

Job Description – Finance Manager

Job Title: Finance Manager (Primary)
Responsible to: Leigh Academies Trust Finance Director
Salary:
Responsible to: Leigh Academies Trust Finance Director/ Principal

JOB SUMMARY:

To develop and manage a comprehensive financial service to the Principals of the academy, which is part of LAT. This should be achieved within the framework of LAT Financial policies and procedures. To manage those staff with finance related responsibilities on a daily basis and conduct performance management reviews and target setting. To provide support to the Central Trust Finance Team.

DIMENSIONS:

Budget: Approx. £3.4 million

Responsible for: Admin support staff within their finance role

Principal Accountabilities

- To assist the Principal and Trust Finance Director in identifying and proposing detailed budgets for the academy which meet Trust surplus requirements, and securing academy board members approval.
- To ensure that monthly management accounts for the academy are produced and monitor performance against budget on at least a monthly basis, investigating variances and reporting them to the Principal, Finance Director, and the governing body, and taking or recommending action as appropriate.
- To ensure that the Trust's financial regulations are understood and complied with by all members of the staff and governing body who may be involved.
- To advise the Finance Director on the investment of funds not immediately required for academy expenditure including banking arrangements.
- Ensure that inputs to the Trust's consolidated statutory accounts are made in accordance with Trust procedures and that audit files are accurate and complete for review by the Trust's external auditor.
- To ensure that purchases (including contracts) are made in accordance with the academy's requirements and Trust procedures, and in accordance with the Scheme of Delegation.
- Approve all salary payments (via the payroll bureau) on a monthly basis in the absence of the Principal.
- To approve all cheque and BACS payments, ensuring that items fall within budget and are properly coded and authorised.
- To work with the Principal to prepare a three-year business plan as a preliminary to the academy's detailed development process.
- To prepare a financial appraisal for projects as required.
- To ensure that all purchases are made on the terms that are the most advantageous to the academy.
- To ensure that all financial returns and reports are completed promptly and in accordance with LAT financial regulations.
- To ensure that invoices are raised for all customers hiring Trust facilities, and that debts are chased in accordance with Trust debt recovery policy.

Detailed Responsibilities

- Prepare, implement and reconcile all financial transactions relating to the academy's income and expenditure, to ensure compliance with legal requirements and LAT financial regulations.
- Manage and take responsibility for all accounting procedures in relation to the Academy budget in accordance with Trust procedures and policies and ensure that all Academy audit requirements are met.

- Work in conjunction with the LAT central finance team to prepare annual Budget and Forecasts.
- Analyse expenditure, advise and report regularly to the Finance Director, Principal and Governors, attending SLT and Governors' meetings as required.
- Develop and maintain systems and procedures to ensure information and transactions comply with academy, LAT and audit requirements.
- Take an active role in seeking additional funding streams.
- Prepare and provide reports for the Principal and Subject Leaders to assign budgets to departments for the forthcoming year, process, monitor and evaluate allocated budgets to avoid excess spending.
- Prepare and issue statutory monitoring and forecasts reporting within LAT deadlines.
- Complete year/end returns on behalf of the Finance Director ensuring all relevant documentation is completed within the set timescales.
- Manage and monitor the Academy's payment system using cash flow planning by scheduling payments to ensure the Academy avoids bank charges and maximises opportunities to earn interest.
- Manage other funding streams, e.g. Pupil Premium funding, Music Grants etc.
- Monitor all academy budgets on a monthly basis, producing monthly management accounts to ensure that the Principal, LAT Finance Director, local governing board and budget holders have accurate and timely information on academy finances.
- To work in partnership with the Principal and Finance Director in the preparation of the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
- Work with the Finance Director to evaluate and update the 3-year Budget Plan in order to make recommendations relating to strategic decisions within the Academy Performance Agreement, recruitment and personnel.
- Arrange agreed payments, evaluate, audit and monitor expenditure complying with LAT guidelines to ensure best value for money.
- Work alongside Principal in order to achieve the aims of the Academy Performance Agreement.
- Advise the Principal with the financial implications of any recruitment plans.
- Reconcile payroll with supply, overtime and travel expenses. Monitor payroll data as necessary to ensure accuracy of data.
- Maintain staff salaries, contract information and monthly pay adjustments with Office Manager.

Person Specification

Criteria Notes

Qualifications & Experience

- Experience within a school/academy financial environment (strongly desirable) - Educated to degree level and/or possess relevant professional qualification (desirable)

Skills - Computer literate and have worked with an accounting package

- Excellent communication and organisational skills - Ability to work under pressure, use initiative and able to prioritise own workload/deadlines - Excellent interpersonal skills and the ability to relate to a wide range of people - Good organisational, management and leadership skills

Personal Qualities

Our successful candidate will work with; - Honesty, integrity, drive and determination - Ability to secure the confidence of the senior and middle management and governors - Initiative and flexibility - Commitment to the aims of the academy and the Trust and to securing best value