

Reports To: Academy Principal with professional responsibility to the Finance Director

Why	Job Summary The Finance Manager has overall responsibility for managing the day to day finances and accounting systems for a number of academies, and for setting up and maintaining sound local financial procedures and controls.	
What	Main Responsibilities <ul style="list-style-type: none">• Day to day management of Academy financial and accounting issues.• Management of each Academy's financial position, in conjunction with the Regional Director, Principal and other senior leaders and budget holders, at a strategic and operational level within the framework for financial control determined by the Trust.• Implementing and ensuring compliance with Trust Accounting Policies, Procedures and Financial Regulations.• Providing a finance support service for a number of Trust academies in your designated region area.• Maintaining of effective systems of internal control, including the development and maintenance of local financial procedures that supplement and are consistent with the Financial Regulations and other Trust requirements.• Taking a lead role in liaising with the Central Finance Team, Principal and other senior officers for the planning, setting and apportionment of the Academy's annual budget and subsequent revisions to it, as well as any longer term financial plans.• Ensuring the correct operation of the accounting system, including adhering to required month-end and year-end close down routines and timetables.• Ensuring complete and accurate financial records are maintained in the required form.• Ensuring key control and suspense accounts are reconciled each month and that any reconciling items are promptly cleared.• Ensuring that month-end and year-end journals are properly completed and authorised.• Preparing monthly financial reports, information and statistics that fairly reflect each Academy's financial position, including its actual income, expenditure and financial commitments against budget, providing explanations for variances and projected year-end outturns.• Preparing monthly management accounts and reports for budget holders.• Supporting the Central Finance Team and the Trust's External Auditor with the provision of financial information and reports to enable the preparation and audit of the annual financial accounts and statements within statutory deadlines.• Preparing all financial returns, in conjunction with the GAT Central Finance Team, within statutory deadlines.• Ensuring that monthly bank account reconciliations are properly completed and recorded.• Monitoring the Academy's cash flow and maintaining appropriate cash management arrangements to ensure that there is sufficient working capital to cover required expenditure.• Ensuring that the monthly payroll BACS reconciliation, checking and authorisation processes are undertaken and evidenced in accordance with Trust procedures and payroll bureau processing deadlines.• Ensuring that local purchasing by the Academy is effectively controlled and obtains value for money in line with these Financial Regulations.• Maintaining an Academy Register of Interests, and ensuring periodic declarations of business interests are completed by all senior Academy staff and budget holders, including 'nil' returns.• Ensuring that VAT is correctly coded and accounted for, in accordance with Trust and HMRC requirements, and that Trust VAT reporting deadlines and other requirements are met.• Co-signing requisitions, soliciting competitive quotations, awarding contracts, authorising purchase orders, certifying invoices for payment, signing cheques, authorising non-pay BACS payments, authorising petty cash claims and signing DfE / EFA or other grant claims and returns in line with the limitations set in the Scheme of Delegation.• Ensuring that all income due to the Academy is identified, recorded, invoiced and / or collected as appropriate, receipted and banked promptly and intact.• Checking inventories and maintaining the Academy Fixed Asset Register.• Maintaining the Academy Gifts & Hospitality Register.• Line managing a team of finance staff to achieve the above objectives, including;<ul style="list-style-type: none">▪ Assigning tasks to team members.▪ Supporting and developing staff to assist in the performance of their role.▪ Providing feedback and performance appraisals in line with Trust HR requirements.• Any other duties deemed necessary for the role.	
	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
How	Framework	Consistently promotes and demonstrates the Trust's ethos

	Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.		
		Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people	
		Benefits on own practice and that of others and is committed to appropriate improvement	
		Actively promotes the principles of Health and Safety	
		Instigate opportunities to collaborate with colleagues across the academy and the Trust.	
		Focuses on equality and mutual respect	
		Lead an aspect of work linked to key priorities.	
		Seek opportunities to collaborate with other professionals beyond the academy and across the Trust	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Lead and facilitate professional development events across the academy	
		Undertake coaching as a developmental activity to support a member of staff who is underperforming	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Provides direction and guidance; enables others to lead.	
		Makes decisions to adapt project to changing circumstances to achieve desired outcomes	
		Leads through effective facilitation of teams	
		Inspirational and motivating even in uncertain situations	
		Leads through effective facilitation of teams	
		Makes decisions to adapt project to changing circumstances to achieve desired outcomes	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets medium term tasks (monthly, up to 6 months)	
		Provides guidance on setting tasks	
		Makes long term plans	
		Monitors, evaluates and revises plans	
		Plans the use of resources	
		Established outstanding practice ensures highly effective leadership and management and outstanding professional contribution across the academy and beyond	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Prioritises own and others' activities to achieve project milestones	
		Works to create communication channels, ensuring two- way communication	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Communicates in a way that commands attention and gets the desired results	
		Evaluates solutions and makes decisions considering wider implications	
		Takes responsibility for decisions whether popular or not	
Applies a structured approach taking in to account information from a variety of sources to develop proposals			
Deals with complex problems e.g. involving external relations certainly managing opinions			
Context	Interfaces	Internal/External	
		Financial impact/budget	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		People (directly/indirectly manage)	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	Travel	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
			You will be required to travel between sites and to other academies as necessary.
	Education, Qualifications and Experience (EQE)		<ul style="list-style-type: none">The successful applicant must be AAT qualified, or equivalent, or qualified by experience and be educated to at least GCSE (or similar) standard in Mathematics and English. With a good understanding of financial systems

		<p>and controls they must have the appropriate management skills and have experience of working within an accounting and finance function including budget planning and monitoring</p> <ul style="list-style-type: none"> • Experience of working within the Education sector is required
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come in to contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.