**Job Title: Finance Manager (North West Cluster)**

**Department**: Finance

**Responsible to:** Director of Finance and Operations

**Salary:**  Circa £40,000 depending on experience and qualifications

**Hours:** 37 hours per week - Monday to Friday

Full Time, Full Year

**Location:** Darwen, Lancashire

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# Main Duties and Responsibilities

**Background**

This is a new role that has been created in the Finance department to add more resource to the team to enable better management reporting and to further enhance the control environment.

As Finance Manager you will be expected:

**Management Reporting**

* To support the Director of Finance and Operations in the preparation of monthly management accounts for the cluster.
* To monitor and explain variances against Budget and Forecast
* To provide management reports to department heads (actuals vs budget)
* To work with the Director of Finance and Operations in setting of annual budgets and monitoring of expenditure against budget and forecast
* To assist in the development of KPI reporting for management and the monthly reporting of KPIs against targets.
* To provide income and expenditure accounts for SEN and Looked After Children.
* To provide management reporting for Pupil Premium.
* To provide reporting for each of the schools trips including bursaries for Pupil Premium students

**Accounting and reporting for all headcount related costs**

* To enter payroll data
* To produce the payroll journal
* To reconcile payroll control account (net wages, NI, childcare vouchers, cycle to work schemes, give as you earn and pensions).
* To liaise with directly with the payroll provider for any pay-related queries
* To provide auditors with reporting for the End Of Year Certificate for Teachers' Pension.
* Upload accurate Local Government Pension data on a monthly basis.

**Control of costs**

* To oversee the accounts payable
* Ensure that internal controls for ordering of goods and services are being followed.
* Periodic value for money audits.

**Accounting and reporting**

* To help the cluster accurately account for all areas of income for the cluster’s activities
* To enable good reporting to the Governors / MAT Chief Operating Officer/ Director of Finance and Resources / Executive Principal / Principals.
* To prepare invoices for cluster income from lettings, consultation, security and any other income stream to ensure maximisation of working capital.
* Produce monthly aged debtors report, chase overdue accounts and provide management with comments on old balances.
* To manage the online payment account for cluster income and enter onto the finance system.
* To account for the Government's Annual Grant.
* To reconcile SEN income both in Blackburn with Darwen and out of borough to ensure all expected income is received.
* To reconcile accrued and deferred income accounts.

**Ad Hoc**

* To maintain a register of contracts working closely with the Trusts Commercial Director
* To provide assistance for internal and external audits.
* To ensure compliance with the requirements of auto enrollment for all pension schemes.
* To support the Director of Finance and Operations in the maintenance of the fixed asset registers for the cluster
* To cover for other members of the Finance Team in their absence

**Line Management**

* Management of the Cluster Finance Team

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the cluster at the reasonable discretion of the Executive Principal or Director of Finance and Operations. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Date of issue: June 2018

**Finance Manager**

**Person Specification**

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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** |  | Recognised accounting qualification: ACA, ACMA, ACCA | Certificates at interview |
| **Training** |  | PSF Finance | Application form  Interview |
| **Experience** | In a Finance environment in either industry or practice | Finance environment of school or similar, not for profit environment | Application form  Interview |
| **Knowledge and Skills** | Previous line management  Management accounting  Budgeting  MS Excel | Audit lead  Payroll  KPI implementation  Systems implementation | Application form  Interview |
| **Personal Qualities** | Highly developed interpersonal skills including influencing skills  Ability to work under pressure and meet deadlines  Ability to juggle and control several work tasks at any one time  Clear communication skills |  | Application form  Interview |