

**JOB DESCRIPTION**

Finance Manager

**Context**

*The Finance Manager will manage the operational finance functions across the Trust, ensuring compliance and an effective and efficient service delivery.*

**Responsible to:** Finance and Operations Director

**Conditions:** This role is graded on local government scale PO1 –PO2b (to be confirmed on appointment). The working hours are 37 hours per week worked on a full year contract. Annual leave is to be taken outside of normal term time.

**Duties:**

The particular duties of this post are to:

1. ***Operational financial management::***

* *Ensure all transactions are processed on the Trust’s accountancy system to ensure accurate data is available in a timely manner.*
* *Maintain the Trust’s financial and accountancy systems in line with Trust policies and procedures and ESFA guidelines.*
* *Contribute to budget planning by maintaining accurate working papers.*
* *Completion of month end processes and preparation of journals.*
* *Prepare monthly reconciliations of bank accounts and control accounts.*
* *Comply with the requirements of the Academies Financial Handbook and Trust policies and procedures.*
* *Oversee the administration of payroll and other activities associated with this function by the required deadlines, reporting any discrepancies to the Finance and Operations Director.*
* *Complete the monthly and annual pension returns and any other required documentation to both the Local Government Pension Scheme and the Teachers’ Pension Scheme, complying with HMRC requirements.*
* *Support the production and submission of monthly payroll and annual returns as required.*
* *Assist in the preparation of reports to leadership, EFSA and the Trust Board.*
* *Prepare and submit monthly VAT returns.*

1. ***Staff management:***

* *Lead the finance departments at both sites, ensuring that staff are fully trained and kept abreast of legal and systems developments.*
* *Ensure that finance teams receive regular and planned direction, communication and support.*
* *Ensure that work is completed to a high standard and within required deadlines.*
* *Carry out annual staff appraisals.*
* *Assist in the recruitment process for any new team members.*

**Shared Responsibilities:**

All members of staff are expected to:

* *uphold the ethos, aims and values of the Trust;*
* *contribute to the formulation, monitoring and evaluation of Trust policy and the Trust Improvement Plan;*
* *focus students, staff and others on student learning as the core purpose of the Partnership;*
* *give active support to members of the Senior Leadership Team and Headteachers as appropriate.*

**Other Specific Duties**

* *have full regard to all aspects of the Trust’s Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;*
* *exercise care for the well-being of staff and students in all aspects of the performance of this role;*
* *follow Child Protection and other agreed procedures, eg relating to the organisation of trips and visits and the ordering of goods;*
* *undertake such other duties as the Headteacher may reasonably require.*

**Updating**

The job description will be reviewed and updated periodically in order to ensure that it reflects accurately the nature of the role in the context of in-school and other developments. The process may be initiated by the Executive Principal or the Postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.

**Signatures**

*Signed ……………………………………… (Post holder)*

Date: ………………………………………

*Signed ………………………………………… CEO*

Date: ………………………………………

**October 2017**