

Finance Manager

Job Title	Finance Manager
Salary	Grade 10
Reporting to	Business Director
Location	Stratford, Newham, London
Type of position	Permanent
Hours	37.5 Hours Monday to Friday. Hybrid working optional.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

THE ROLE

Job purpose

- To deliver an effective, accountable and consistently high-quality finance, and management service for LAE through the implementation of robust, measurable systems and processes which maximise the use of resources, deliver best value and enhance the delivery of teaching and learning for students.
- Act as Deputy on finance matters in the absence of the Business Director where requested
- To manage the day to day operational management of Finance and associated Admin functions.
- To lead and manage Finance Officers
- To produce monthly management accounts and variance analysis and ensure the integrity of the nominal ledger and provide monthly reconciliations of the bank and other key control accounts
- To plan and prepare year ends statutory accounts and audits
- To ensure that LAE is fully compliant with Academies Financial Handbook
- To manage monthly and statutory payroll and pensions administration process
- Be responsible for the planning, development, design, organisation and monitoring of support service and LAE systems/procedures/policies
- Manage LAE's day to day financial and banking operations and activities using the chosen software to enable effective, accurate, timely delivery of financial reports and information to the Business Director when requested.

- Ensure effective purchase ledger and sales ledger procedures are in place and followed
- To support with whole school events and administration e.g. open weekends and assessments days

Key Responsibilities and core activities of the role

The person appointed will be required to work flexibly, both independently and within a team environment, and will be allocated a range of duties and responsibilities, including

Finance

- To produce monthly management accounts and cost center reports as required.
- To prepare and submit HMRC Returns e.g. payroll, Gift Aid and VAT as necessary.
- To oversee payment runs and ensure effective credit control.
- To organise and respond to reports from the responsible officer and auditors.
- To assist with preparation of the draft budget, the annual financial statements and returns to the DfE, ESFA, NAO, ONS etc.
- To ensure that all eligible students are in receipt of 16-19 bursary or other areas of funding held by the Academy to benefit students.
- To supervise the Academy sales and purchase ledgers, ensuring that all income is promptly and accurately invoiced and payments received in a timely manner and all payments to suppliers are made in timely manner with appropriate VAT treatment.
- Manage and maintain an effective asset register for LAE ensuring it is annually updated.
- To review payroll monthly for accuracy and ensure all HMRC and pensions returns are sent according to timescales.
- To manage and improve the financial software used.
- To provide financial support and training to budget holders as required
- To maximise income through lettings and extended services provision.
- Maintain accurate financial records and documentation to ensure consistent audit trails and a sound basis for financial analysis and decision-making.
- Manage and annually assess the effectiveness of central resource purchasing for LAE, establishing and implementing robust, accountable ordering processes to ensure LAE achieves best value.
- Remain up to date with changes to financial regulations and undertake training to ensure that LAE follows best practice in this area.
- Manage LAE invoicing process to ensure all income due is secured in a timely fashion to meet cash flow targets.
- Prepare financial reports and monthly payroll in a timely manner where and when requested ensuring accuracy and confidentiality.
- Prepare and present financial reports in a timely manner where and when requested ensuring accuracy and confidentiality.

Administration

- To lead and manage the Finance staff and functions
- Undertake appraisal of Finance staff as required
- To plan, lead and implement change across finance and related admin areas.
- Lead and monitor the quality and progress of work across whole-school teams in own area of responsibility under the supervision of the Business Director.
- To Lead and manage effective school business processes to deliver LAE requirements.

General

- To attend LAE events as required
- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role and communicate to staff as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Business Director or Head shall from time to time reasonably require
- To carry out any other reasonable duties, as requested by the Business Director or Head.

This job description is not exhaustive and will be reviewed at the end of the academic year or earlier if necessary. It may be amended at any time. This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to constant review in the light of changes and development at LAE. The post holder may be asked to undertake such duties as may be properly delegated following discussion.

The post holder will be expected to work independently most of the time although supervision will be available in the event of a problem.

All employees are required to declare any conflict of interest that may arise before or during their employment. Any outside activities, either paid or unpaid, must not in the view of LAE conflict with or react detrimentally to LAE's interest, or in any way weaken public confidence in the conduct of LAE's business.

Person specification

Essential professional criteria	How these will be confirmed
<p><u>Qualifications:</u></p> <p>Formal accountancy qualification: Part Qualified (ACA/ACCA/CIMA), AAT Qualified or QBE</p> <p>Evidence of continued professional development.</p> <p><u>Knowledge/Experience</u></p> <p>At least 3 years' recent and relevant experience, although not necessarily, within the academy sector</p> <p>Demonstrable expertise in financial management procedures, year-end statutory accounts and the management of budgets</p>	<p>Sight of original exam certificates / academic qualifications will be requested.</p> <p>To be tested at interview</p>
<p>Previous recent and relevant experience of finance and administrative tasks as well as tasks requiring considerable self-led organisation over a medium-length period of time (e.g. a number of months).</p>	<p>Confirmation of former relevant employment will be requested.</p>
<p>Good general ICT skills: Word, Outlook, internet</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these.</p> <p>Referees will also be asked about these qualities.</p>
<p>Intermediate to advanced Microsoft Excel skills</p>	
<p>Deserving of trust with confidential information.</p>	
<p>Attentive to detail and accuracy.</p>	
<p>Tidy, organised and methodical.</p>	
<p>Meet deadlines, and work under pressure of time constraints.</p>	
<p>Ability and willingness to follow instructions</p>	
<p>Self-motivated and enthusiastic about working on one's own, but also enjoy working in a team and contributing to the success of a shared endeavor.</p>	

A "team player" who is able to effectively communicate with staff and sixth formers.	
Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	
Friendly, motivated and smart in appearance.	
<p>Experience of working with finance software</p> <p>Ability to analyse and interpret a range of complex information</p> <p>Ability to prepare and monitor budgets and to ensure correct financial procedures are adhered to across the Trust</p>	<p>Interview questions will explore applicants' attitudes and knowledge of this.</p> <p>Referees will also be asked about this. Any relevant issues arising will be discussed with applicants.</p> <p>Applicants are likely to be asked to take an excel skills test and an accounting skills test</p> <p>Applicants may be asked about:</p> <ul style="list-style-type: none"> • their relevant skills and experience • their understanding of confidentiality • their understanding of, and enforcing of, professional boundaries between young people and members of staff • their attitudes to the use of authority and maintaining discipline • their willingness and ability to work flexibly and uphold the ethos of LAE
Desirable professional criteria	How these will be confirmed
<ul style="list-style-type: none"> • Degree or equivalent experience <p>A higher technical or professional accounting qualification.(ACA/ACCA/CIMA)</p>	Sight of original exam certificates / academic qualifications will be requested.
<p>Experience of:</p> <ul style="list-style-type: none"> • working in a similar role in Academies • working in a similar role within the education sector • working with Access Dimensions or similar school finance system 	Confirmation of former relevant employment will be requested and / or there will be opportunities at interview to discuss experiences and examples that demonstrate these.