

## Job Description: Finance Manager

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| <b>Post Title:</b>                     | Academy Finance Manager   |
| <b>Job Purpose:</b>                    | <p>To provide an effective and efficient financial support service to St Clare CMAT and its schools.</p> <p>To support the delivery of timely, accurate and meaningful financial management information to a variety of internal and external user groups.</p> <p>To provide advice and support to finance and non-finance colleagues and stakeholders on a proactive basis identifying areas for improvement and applying best practise.</p> <p>Build partnerships and maintain strong relationships with all key stakeholders both internal and external.</p> |
| <b>Responsible to:</b>                 | Academy Headteacher, Director of Business, Chief Financial Officer and Trust Finance Manager  |
| <b>Responsible for:</b>                | Finance Apprentices, Finance Assistants, Finance Officer.   |
| <b>Internal Working Relationships:</b> | CEO, CFO, Principal, Senior Leadership Teams, Support Service Team Budget Holders, Procurement and Contractors Officer, Trust Staff and Learners.   |
| <b>External Working Relationships:</b> | Education Skills Funding Agency, Local Authorities, Internal and External Auditors, Contractors and Suppliers, Partner Academies, HMRC, Parents and Guardians.  |
| <b>Hours of Work:</b>                  | 37 Hours per week - Full Time   |
| <b>Grade and Range of Post:</b>        | <p><b>NJC Pay scale</b><br/> <b>Point 30 – 35</b><br/> <b>£36,298 - £41,496</b></p>   |
| <b>Current Base:</b>                   | Notre Dame High School or at any premises used from time to time by St Clare CMAT, unless your duties take you elsewhere. St Clare CMAT reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.   |
| <b>Disclosure Level:</b>               | This post is subject to an enhanced DBS check   |

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**Main / Core Duties:**

Primary role is to support the Headteacher and Director of Business of Notre Dame High School (a secondary school within the Trust) and CFO in the delivery of efficient and effective finance function with particular responsibility for the following areas:

- Oversight of month end procedures including reconciliations and controls
- VAT accounting and reporting
- Support the monthly and annual financial reporting cycle
- Champion financial policies, procedures and processes across the Trust
- liaison with school colleagues in order to effectively deliver duties of the role
- Adherence to the Trust's Scheme of Financial Delegation.
- Adherence to standard accounting policies and procedures.
- Managing and supporting the day-to-day operations of the Finance team
- To support in maintaining accurate budget information

Preparation of timely information to support the preparation of monthly management accounts within agreed deadlines

To monitor and supervise the reconciliation of key control accounts as part of the monthly management accounts preparation

Process journal adjustments as necessary, including:

- Intercompany
- Accruals
- Prepayments
- Deferrals

Manage credit control and bad debt provision

Assist budget holders with ad hoc requests for information and contribute to the monitoring of the budgets.

Capital accounting including maintenance of the Fixed Asset Register

To support the CFO and Trust Finance Manager monitor and control cash flow through the management of funds within the definitions of the Treasury Management Policy.

Provide technical accounting/finance and procedural advice and guidance.

To support the delivery of monthly financial management reviews across the Trust and supporting academy/school Headteachers and SBM interpret their financial management reports/data.

Direct support in the preparation of financial reports and submission of associated ESFA returns.

Direct support in the preparation of the Trust's annual financial statements, VFM statement and annual return.

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|   | <p>To ensure contentious, complex and/or high value transactions are identified and referred for approval.</p> <p>Provide direct financial management support on project related activities across the school</p> <p>The role will also involve supporting with the continuing efficient and effective running of other core school business functions i.e., estates management, health and safety, compliance, services contracts, school-based HR services and lettings, etc.</p>   |
| <b>Operational Planning:</b>              | <p>To manage own workload to ensure the timely, accurate and consistent provision of management reports.</p> <p>To co-ordinate with departmental colleagues to ensure sufficient time and resources are scheduled to support key internal and external reporting/submission deadlines.</p> <p>Support the operational effectiveness of the department and wider business functions, providing cover where appropriate.</p>  |
| <b>Service Development:</b>               | <p>Work with colleagues to deliver agreed finance procedures and processes as well as developing a programme of financial awareness and literacy amongst those with financial and decision-making responsibilities.</p> <p>To undertake system and process reviews to identified operational efficiencies and easier opportunities for engagement with non-finance colleagues.</p> <p>Stimulate best practice and alignment of financial reporting within St Clare.</p> <p>Provide a customer focused service, ensuring that effective and constructive working relations are developed and maintained.</p> |
| <b>Staffing and Staffing Development:</b> | <p>To identify training needs within the finance and wider non-curriculum staffing structure and provide appropriate guidance and training or make other suitable recommendations for action.</p> <p>To assist in the delivery of high quality and value adding performance management reviews, taking corrective and positive action promptly, when required.</p>  |

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| <b>Recruitment / Deployment of Staff:</b>           | To support the recruitment process so far as in that it relates to the recruitment of finance colleagues and/or those individuals who will have a financial responsibility/obligation to discharge.  |
| <b>Quality Assurance:</b>                           | <p>To comply with and support the work of the internal and external audit teams.</p> <p>To maintain the monthly and year end closedown process ensuring the timely delivery of monthly management accounts.</p> <p>To identify and highlight any breach of St Clare's policies and procedures and financial regulations.</p> |
| <b>Management Information and Administration:</b>   | <p>To maintain the confidentiality of all personal and financial information relating to the activities of St Clare and related parties.</p> <p>Ensure compliance with the requirements of GDPR.</p>   |
| <b>Communications:</b>                              | To ensure all communications with service users and stakeholders reflect the culture and values of St Clare CMAT.  |
| <b>Marketing and Liaison:</b>                       | <p>Develop, nurture and maintain the positive image of St Clare Catholic Multi Academy Trust.</p> <p>Attend all functions and meetings as directed by the Academy Principal, Director of Business and CFO.</p>   |
| <b>Management of Resources (Other than People):</b> | <p>To take responsibility for the safe use and safe keeping of all resources provided for delivery of the role of Academy Finance Manager.</p> <p>To constantly strive for VfM and greater efficiency in the use of public and charitable funds and donations.</p>   |
| <b>Corporate Responsibility:</b>                    | To abide by and implement all policies and procedures of St Clare, including being aware of and responsible corporately and individually for Health and Safety.  |
| <b>Other Specific Responsibilities:</b>             | <p>To contribute to the overall aims and objectives of St Clare and Notre Dame by ensuring the core values are exemplified in your attitude, language and behaviour.</p> <p>To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.</p>    |

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| <b>General Statement:</b> | This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.            |
| <b>Safeguarding:</b>      | St Clare is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| <b>Date:</b>              | 20 September 2023  |