

**Senior Finance Lead (Secondary)**

**Job Description**

**Job Title:** Senior Finance Lead (Secondary)

**Salary:** Scale 11 Point 38-42 (£40,760 to £44,632), 52.14 weeks per year

**Reporting to:** Chief Financial Officer, Headteachers

**Job Purpose:** To provide strategic and budgetary support to schools

To provide strategic and operational financial management to all schools

Main Duties

* Providing strategic finance and budgetary support to schools
* Support finance staff in schools in undertaking financial management tasks by providing quality support in the areas of financial administration, financial reporting and resource allocation.
* Ensure that schools meet the necessary standards for financial management and audit as defined by local and national regulations
* To provide strategic and operational financial management support which enables the schools within the group to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the school
* To develop the financial skills of school staff as appropriate.
* Working with Headteachers, prepare annual and projected budgets for each school
* To transfer the approved budget to the finance system with the associated expenditure and cash profiling.
* To ensure school’s cash flow are monitored
* To monitor the actual budget against expenditure and give notice to the Headteachers, governors and CFO of any significant variations
* To ensure that all funding due to the school is received and appropriately monitored and tracked.
* To provide budget details to the SLT and CFO (Monthly), and to appropriate LGB meetings throughout the year.
* To assist with the monitoring and completion of annual and other financial returns
* Attendance, where required, at LGB meetings (and, if appropriate, Trustee meetings)
* To advise on financial procedures, such as lettings/ordering/mileage claims and assist with the pre-audit check
* To investigate unidentifiable entries on the monthly reconciliation
* Preparation of financial appraisals for projects, as required
* To prepare all the documentation necessary for the annual audit at each of the schools within their group.
* To provide additional support to schools in the event of staff absence to ensure the effective operation of financial and personnel procedures
* To manage and supervise the work of the Finance Managers in each secondary school. To conduct the annual performance review of these staff.
* Manage the business elements of the catering provision in schools where there is an in-house catering provision

These duties may be varied to meet the changing demands of the trust at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the conditions of employment —it describes the way in which the post holder is expected and required to perform.

**Person Specification-: Senior Finance Lead (Secondary)**

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|  Section One: Qualifications and Experience |
| 1.1  | At least 5 GCSEs (or equivalent) including English and Maths | Essential |
| 1.2  | Professional qualification in finance management  | Desirable |
| 1.3  | Experience of working in secondary school finance | Essential |
| 1.4 | Experience in working in the education sector | Essential |

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| Section Two: Knowledge, Skills and Abilities |
| 2.1  | Ability to complete detailed and complex reports | Essential |
| 2.2 | Excellent literacy and numeracy | Essential |
| 2.3 | Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description  | Essential |
| 2.4 | Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders  | Essential  |
| 2.5 | Experience of budget setting, budget monitoring and dealing with a large, complex budget | Essential  |
| 2.6 | Outstanding IT skills, including an ability to use a number of key platforms (SIMS Finance, Microsoft office 365 etc.) | Essential |
| 2.7 | Experience of working with auditors and a clear understanding of the audit process | Essential |
| 2.8 | Experience of working with large, complex teams across a number of different organisations | Essential |
| 2.9 | Excellent administrative skills and an ability to manage your own time effectively and efficiently  | Essential |

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| Section Three: Personal attributes and Qualities |
| 3.1 | Clear values which are consistent with the trust’s vision and values | Essential |
| 3.2  | Ability to engage in cooperative working to help the team achieve its goals  | Essential |
| 3.3  | Ability to filter, judge and act decisively  | Essential |
| 3.4  | Ability to operate effectively when working under pressure  | Essential |
| 3.5  | The ability to motivate and inspire colleagues | Essential |
| 3.6 | Ability to develop strong professional relationships with all stakeholders | Essential |
| 3.7 | Excellent punctuality and attendance record  | Essential  |
| 3.8 | A firm commitment to and ability to adhere to the trust’s race equality and cultural diversity policy and our equal opportunities policy in all aspects of the post  | Essential |
| 3.9 | Have the highest levels of integrity | Essential |
| 3.10 | Ability to work well on your own initiative or as part of a collaborative team effort. | Essential |
| 3.11 | Demonstrate a clear commitment to develop and learn in the roleAbility to effectively evaluate own performance and share knowledge with others | Essential |