

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Senior Finance Officer**/**Management Accountant** at **Dean Trust** **Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD.**

**Salary** – Grade 7 SCP 29-31 £26,470 - £28,221 per annum.

* 37 hours per week, Monday to Friday
* Full Time including periods of school closure
* Holiday Entitlement Dependent on Length of Service
* Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to award@thedeantrust.co.uk. All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **9am Monday 18th March 2019** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510712 or email award@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**



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| Holt Street, Ince, Wigan, WN1 3HDt: 01942 510712e: enquiries@rosebridge.cfat.org.ukw: www.rosebridgeacademy.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Senior Finance Officer/Management Accountant – Dean Trust Rose Bridge** |
| **Reporting to** | **Finance Director – Dean Trust West Hub** |
| **Job purpose** | To lead the provision of support for Dean Trust Rose Bridge’s financial accounting ensuring the delivery of high quality, efficient finance reports and information to School Senior Leaders and Budget Holders, Governors and Trustees and the Trust Finance Team.To effect transactional activity in an effective and customer orientated manner, recognising and maintaining the strong control framework to ensure accuracy and security in all aspects of Trust business. Act as a point of contact for users of the finance service to support their understanding and improve compliance with agreed finance protocols and processes. |
| **Key responsibilities** | * **Analysis interpretation and support**

Provide accurate, robust data and information to support analytical work within Trust academies and other business activities as directed.* **Reporting**

Accurately and efficiently maintain monthly routines within the finance function to enable timely financial reporting both internally and externally. Examples will include, but are not limited to, the preparation of reports for budget holders, monthly accounts to Trial Balance stage, including control account reconciliations and full monthly/quarterly management accounts, forecasts and variance analyses for Dean Trust Rose Bridge.. * **Financial accounting and period/year end closure**

Support the Trust Finance Team as directed, ensuring that all activities are accounted for and that appropriate documentary evidence is maintained in support of both internal and external audit review. Adhere to the period/year-end financial closure deadlines including assistance with the preparation of the Group VAT return and production of other statutory reports to be published and submitted by the Trust* **Financial systems and internal controls**

Ensure that control and procedure frameworks are precisely followed. Identify potential improvements to processes and procedures to improve efficiency and control ensuring these are discussed, approved and implemented in a considered way.* **Budget setting**

Working with the West Hub Finance Director, take a lead on the short term budget planning for Dean Trust Rose Bridge and provide support to the Trust finance teams in preparing short term budgets and medium term financial forecasts each financial year. This involves maintaining budgetary models and supporting working papers and planning assumptions across a range of budget lines.* **Transactional activity**

Directly responsible for a number of transactional processes- purchasing, payroll administration and accounting- and reconciliations, pertaining to Dean Trust Rose Bridge’s accounting and financial management. Support the provision of a finance service that meets the needs of both internal and external users and stakeholders. Provide help and guidance to the leadership team and other non-finance users in the operation of processes requiring input from other teams within Trust academies and business units.* **Payroll Administration**

Process monthly pay claims for staff at Dean Trust Rose Bridge, undertake the monthly check of all pay data pre transmission and reconcile and post monthly pay data costings.* **Parent Pay and other school trip administration**

Liaise with trip organisers regarding set up and reconciliation of school trips for Dean Trust Rose Bridge, and administer the Parent Pay system for all school activities.* **Financial returns**

Take an active role in the preparation, checking and collation of information/data required for the purpose of the Trust’s annual financial returns to the ESFA including 1. Accounts return
2. Budget forecast return
3. Budget forecast outturn
* **Finance support**

 To provide high quality support and guidance to the leadership team and Governors on a variety of finance, accounting and budgeting matters pertaining to the academy.* **Asset management**

To ensure that the physical assets at the Dean Trust Rose Bridge site are accurately recorded and verified on a periodic basis in accordance with Trust accounting policies and procedures.* **Other**

The job profile is not intended to be all encompassing and the post holder will be required to carry out any other reasonable tasks or requests at the direction of the Finance Director – Dean Trust West Hub, Chief Finance Officer or Senior Leadership teams.  |

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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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| **Education and qualifications** | **Essential*** Educated to at least A level
* GCSE Maths and English at Grades A\* - C or equivalent
* Qualified at AAT Level 4 Advanced Diploma in Accounting or above

**Desirable*** Working towards a professional accounting or business qualification such as ACA,ACCA,CIMA, CSBM
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| **Experience** | **Essential*** A minimum of 3 years’ experience of working within finance and accounting within the last 5 years
* Significant experience of management accounting in a high compliance environment
* Experience of supporting the work of other team members
* Experience of budget planning/monitoring and financial forecasting
* Excellent knowledge and understanding of financial operating systems and internal control mechanisms

**Desirable*** 1 years’ experience of working in an academy or multi academy trust finance environment.
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| **Skills, knowledge and aptitude** | **Essential*** Excellent organisational skills
* Excellent interpersonal skills
* Proven ability to communicate clearly with colleagues at all levels both verbally and in writing
* Proven ability to present information in a logical, clear and concise format
* Ability to work collaboratively with a range of colleagues
* Proven ability to work with autonomy within set boundaries
* Ability to manage own workload and support others whilst operating to tight reporting deadlines
* Ability to identify priorities quickly and accurately and to ensure that deadlines are met
* High level of IT skills particularly in MS Office and bespoke financial accounting software

**Desirable*** Knowledge of v-lookup, pivot tables and advanced Excel
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| **Motivation** | **Essential*** Willingness to undertake further training/development opportunities
* Willingness to be flexible and to ‘get involved’
* Proactive individual who shows initiative and takes pride in their role and the quality of their work. Seeks continuous improvement and development
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| **Other** | **Essential*** Willingness to attend early part of day or evening meetings of academy Governing Body or committees as required
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