****

|  |
| --- |
| **Deputy Finance Manager** **Job Description** |

|  |
| --- |
| **RESPONSIBLE TO:**  Group Finance Manager, Financial Controller**RESPONSIBLE FOR**: Day to Day, Monthly and Year End Accounting and Budget  Monitoring Requirements at Designated Academies within the Cluster **SALARY**: Range £27,229 - £30,213**LOCATION**: North London Academy Turin Road, Edmonton,  London, N9 8DQ **plus Head Office visits as appropriate****WORKING PATTERN**: Full time, 52 weeks per year**Closing date 11th August 2019, Interviews to take place 20th August 2019.** |

**Context and Purpose:**

* To work effectively as part of the finance team and deputise for the Group Finance Manager.
* The purpose of this role is to provide professional management of school level financial services for Aim Academy trust (AIM). The post holder will be one of the links between the Academies and AIM head office.
* Ensure compliance with AIM financial regulations and the Academies Financial Handbook
* The post-holder is also expected to interact with colleagues on a professional level in order to promote a mutual understanding of AIM’s vision and values.
* Undertake specific duties or projects, as required.

**Skills Requirements:**

* AAT Level 3 working towards level 4 Desirable
* Minimum 3 GCSE’s C grade or above including Maths and English.
* School experience Essential

**Key role and responsibilities:**

* To provide the day to day financial management requirements of the designated Academies and liaise with the Group Finance Manager on matters.
* To liaise with the Group Finance Manager on matters affecting the wider business management of the Academies.
* To ensure orders/invoices are approved within the trusts scheme of delegation, finance regulations and relevant budget holders ensuring they have all relevant supporting documentation.
* To refer higher level approvals to the Group Finance Manager in line with the Scheme of Delegation.
* To ensure all monthly transactions expenditure/income is posted in line with AIM’s nominal bible.
* To ensure all the Academies expenses are processed in line with finance regulations (e.g. FX card, staff expenses).
* To update the Group Finance Manager on staffing and other information affecting the Academies outturn forecasts.
* To work with the Group Finance manager to produce Month end management accounts.
* To liaise with all budget holders and issue cost centre reports locally and advise on remaining budgets
* To complete all core accounting/finance reconciliations and checklists for sign off by the Group Finance Manager and support them in the adherence to AIM’s Financial Handbook and Scheme of Delegation.
* To work with the Group Finance Manager to complete a monthly budget vs actual, checking payroll off against the budget and liaising with HR to resolve any discrepancies prior to associate heads payroll sign off.
* To liaise with the Trust Finance Team, HR, IT and Facilities leads for financial and payroll related requirements for academies as advised by the Group Finance Manager as appropriate.
* To liaise with internal budget holders to discuss monthly forecasts and annual budget spends.
* Local processing of purchase orders, invoices, trips, cash collection, catering accounts, banking and the sales ledger.
* To maintain and administrate parent pay systems (trips and catering income adhere to AIM’s policies).
* To support requests from Central Finance Team in managing audit procedures and year-end as necessary.
* To complete the month-end checklist and ensure all relevant accounting postings are completed and filed on a monthly basis, with relevant supporting paperwork.
* To advise Group Finance Manager of any significant debtors and creditors in line with monthly checklists.
* To ensure correct coding of VAT and descriptions for Academy transactions, in line with HMRC guidance.
* To ensure all new suppliers have been correctly verified following IR35 and ensuring the current suppliers list has been checked first.
* To ensure minimal cash is received and all cash handled follows the finance regulations.
* To ensure the Academies comply with Hirers agreements and correct coding in line with finance regulations.
* To carry any ad-hoc tasks and or requests as deemed appropriate by AIM to the role.
* Prepare financial analysis, KPI and cost reports as required.
* Work with the Group Finance Manager to review and communicate process improvements.
* The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO, Finance Controller, Executive Headteachers, directors, LAB Members and other senior Leadership to carry out appropriate duties within the context of the job, skills and grade.

**Administrative**

* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
* Process, input and extract information from other Trust’s database system/s, as required.
* Collate information, statistics and prepare reports, as required by Trustees and Principals

**General:**

* Contribute to the development and implementation of the academies financial handbook and use of information technology in the department.
* Liaise as necessary with colleagues and external agencies.
* Attend relevant meetings and training sessions.
* Keep abreast of developments and changes in finance and in the education sector compliance.

**Promotion of corporate values**

* Ensure that the highest standards of customer care are adhered to, by working in accordance with the Trust’s values.
* Set a personal example that contributes to the positive ethos of the Trust.
* Endeavour to foster collaborative partnerships actively were appropriate.

**Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the Trust’s ethos and its objectives, policies and procedures and shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.