



St Albans Girls' School

Specialist Business and Enterprise Academy

FINANCE MANAGER

37 HRS/WK - 52 WEEKS PER YEAR

GRADE: M1

As Management Accountant, you will be an integral part of the Trust Finance Team responsible for ensuring high standards of financial probity across the trust.

You will manage the monthly financial processes, ensuring compliance with the Academies Financial Handbook. You will also provide support across the schools to implement standardised procedures, improving efficiency and sharing best practice. You will be responsible to the Trust Finance Manager and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Trust Business Manager by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets:

Core Tasks:

- To ensure that financial standards are complied with in line with current legislation and the requirements of the ESFA, Charities Commission, HMRC and other organisations as required.
- Prepare the management accounts and related analysis, posting month end journals, ensuring bank and control account reconciliations are updated monthly
- Preparing accurate and timely management accounts including monthly P&Ls, quarterly reports for a group of schools
- Prepare monthly financial reports and analysis for Governors and Board of Trustees
- Ensure financial filing systems and records are continually updated and appropriate evidence of financial controls are always available for audit
- To produce financial reports for preparation of final audited accounts in line with current ESFA guidance and accountancy standards.
- Analysing, presenting and discussing the accounts with the Trust Business Manager, Trust Finance Manager and Headteachers
- Preparing company cash flow plans and reviewing working capital
- To ensure the efficient operation of all day to day financial transactions required by the schools using Sage 200
- Liaising with all usual external advisors such as HMRC
- Share best practice across the trust, promoting a positive and collaborative environment

Financial Reporting

- Lead the preparation and presentation of monthly management accounts and associated reporting in a timely manner
- Collect, assess and analyse information required for annual statutory financial reporting
- Contribute to the preparation of the Trust's statement of accounts, ensuring compliance with current accounting guidance, fully documenting processes
- Co-ordinate the production of associated reports and returns to central government departments
- Liaise with the auditors throughout the year; advance and arrange the provision of documentation to audit, ensuring information meets appropriate standards before release

- Promote accounting concepts across the Trust such as accurate classification of revenue and capital expenditure, accruals accounting and materiality as part of an overall system of robust financial governance and budgetary control

Management

- Provide leadership and mentoring to team members, including training, managing workloads, delegating and stepping in as required
- Contribute to the overall management and development of the team, and deputise for colleagues and the Trust Finance Manager as necessary
- Coordinate the smooth operation of the monthly payroll with external bureau and ensure that all relevant requirements relating to PAYE, etc. are complied with
- Provide specialist financial advice to the executive team on various specific and general service developments.
- Advise budget holders and other stakeholders of the financial implications of the DfE
- To keep abreast of regulatory changes and best practice initiatives by undertaking an appropriate programme of continuing professional development and attendance at, and contribution to practitioner groups

Support the Trust Finance Manager in implementing and maintaining consistent financial reporting across the trust to aid trust consolidated accounts reporting and preparation

Financial control

- To act in compliance with the Governors' Financial Delegation Policy.
- Take responsibility for the schools accounting procedures, ensuring financial handbooks are kept up to date and all policies and procedures are adhered to
- To make day to day decisions within set budgets, advising the Trust Business Manager regarding competing claims for resources.
- To comply with the requirements of the academy's auditors and ensure compliance in line with legislation.
- Take responsibility for ensuring payroll and pensions processing is managed efficiently and correctly
- Ensure that all Fixed Assets and depreciation charges are treated in line with current policy
- Maintain the academy's Fixed Asset register and ensure this is reviewed regularly
- To produce financial reports for preparation of final audited accounts in line with current ESFA guidance and accountancy standards.
- To attend Governors' and other meetings on financial matters as appropriate.
- To work with budget holders to establish agreed budgets and monitor these, producing monthly reports for the Headteacher and Business Manager

Organisation Chart

Trust Business Manager → Trust Finance Manager → Management Accountant

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.