



Finance Manager

Target Grade: JM2

Line Manager: Director of Finance and Operations

Key Contacts:

- **CEO**
- **SLT**
- **CLT Strategic Leadership Team**
- **CLT Central Team**
- **Headteachers**
- **School Business Administrators and Finance Officers**

Responsible for:

- **Senior Finance Assistant**
- **Finance Assistants**

CONTEXT

It is expected that staff at Clevedon Learning Trust agree with, abide by and promote the aims and objectives of the Trust and the Clevedon Learning Trust.

The Trust's vision statement is: Children, Choice, Collaboration

Staff should interact on a professional level with all stakeholders. Clevedon Learning Trust is an institution where each member is valued as part of the Trust, committed to equality of educational opportunity.

ROLE OVERVIEW

This is a key role within the CLT Business Unit for the implementation of strategic, operational and transactional matters across all academy schools. The postholder will effectively manage the Trust's financial systems to ensure tight financial control through compliance with all the relevant regulations and guidance, and the adoption of best practice.

MAIN DUTIES

- Oversee the management of the Trusts day-to-day financial administration and be responsible for all relevant financial and accounting procedures, in accordance with the scheme of delegation and financial standing orders.
- Oversee and liaise with a selection of individual schools within the Trust through the School Business Administrator and Headteachers, to monitor and maintain budgets on an ongoing basis.
- To attend LGB or board meetings as necessary.
- Liaison with External Auditors during the year-end audit process.
- Maintain the Trust's cashbooks, regularly reconciling the cashbooks to the bank statements. Develop the production of regular cash flow forecasting, advising Director of Finance and Operations promptly of predicted balances.
- Ensure all monies owed to the Trust are recovered and liaise with the ESFA to ensure that any grant income due is received
- Oversee the proper collection, reconciliation and banking of monies, including individual school private funds.
- Ensure accounts receivable invoices are raised promptly and correctly and report regularly on the age and

level of debts.

- ix. Maintain an overview of all expenditure, orders raised, BACS payments made, cheques printed, and processing of journal entries.
- x. Oversee processing of orders and invoices ensuring quality of service provision ensuring value for money is achieved.
- xi. Co-ordinate investigations and answer routine finance queries arising from Budget Holders, Senior Leadership Team and other finance staff as well as external bodies (including HMRC, external reporting agencies and suppliers).
- xii. Comply with guidance and deadlines for checking payroll as notified by the Director of Finance and Operations and payroll bureau to ensure timely and accurate payments are made, and that all errors are identified and rectified as soon as possible.
- xiii. Utilise the computerised financial management system to present and interpret data and make recommendations as required.
- xiv. Review systems and suggest changes to internal department procedures as identified and be involved in the continuous improvement development of processes.
- xv. Ensure the Trust's monthly financial reporting process is achieved in a timely and accurate manner.
- xvi. Maintain all financial records and accounts (including financial archives) required by the Director of Finance and Operations and Trustees and to produce and present reports and financial summaries as required.
- xvii. Create and maintain accounting spreadsheets used in the Finance function.
- xviii. Undertake any other similar duties that may be allocated from time to time.

AND IN ADDITION

Having a willingness to take responsibility for one's own professional development and to engage with further training and opportunities.

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the CEO and Director of Finance and Operations.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties.
- The post holder will have access to highly confidential and sensitive information during the course of their duties and must maintain the confidentiality and security of such information at all times.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are

`protected' for the purposes of the 'Exceptions' order. [https://www.gov.uk/government/collections/dbs-filtering-guidance`](https://www.gov.uk/government/collections/dbs-filtering-guidance)

NOTES

The Trust will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – CLT FINANCE MANAGER

AREA	ESSENTIAL	DESIRABLE
Education	Good general education to A Level including Numeracy and Literacy equivalent to GCSE Grade C, or Level 3 on the national vocational framework.	Evidence of relevant professional development and qualifications.
Skills and Abilities	<p>Working knowledge of MIS systems and data collection.</p> <p>Experience of securely handling and maintaining sensitive confidential information.</p> <p>Experience of working within an administrative environment.</p> <p>Understanding of confidentiality and data protection.</p> <p>High level of IT skills, particularly in MS Excel and MS Word.</p> <p>Ability to convey advice and information clearly and concisely.</p> <p>Ability to establish and maintain effective working relationships with key contacts.</p> <p>Ability to organise and motivate staff.</p> <p>Ability to relate well with children and parents.</p> <p>Ability to work effectively as part of a team.</p>	<p>Experience of using SIMS</p> <p>Experience of working in education, preferably in a large secondary Trust.</p> <p>Experience of supervising staff.</p>
Behaviours	<p>Self-motivated with drive, initiative and high degree of pro-activity</p> <p>Strong customer focused approach.</p> <p>Professional and approachable.</p> <p>Confident at problem solving.</p> <p>Confident at following through on tasks and resolving enquiries.</p> <p>Proactive approach to work.</p> <p>Positive attitude to change.</p> <p>Working collaboratively and developing relationships with internal key contacts.</p> <p>High degree of attention to detail.</p> <p>Ability to prioritise and multi-task.</p> <p>Self-motivated and self-aware, recognises own strengths and weaknesses and is committed to personal development</p>	
Other	<p>Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</p> <p>Commitment to equality & diversity and awareness of how this can be followed through as the CLT Finance Manager.</p> <p>Commitment to maintaining confidentiality at all times.</p>	

