

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Finance Manager	<b><u>Grade:</u></b> G (points 20-24)
<b><u>Role Profile:</u></b> Organisational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As the Finance Manager, you will support the Head of Academy through the provision of high-quality financial management and operational HR support, delivered directly and/or through the administration team. You will be responsible for ensuring that the academy's financial procedures and HR processes are implemented accurately and consistently, in line with Trust policies and statutory requirements. This includes responsibility for operational HR activity and the effective delivery of safer recruitment practices within the academy, alongside the timely submission of accurate financial, payroll and recruitment information to the central Delta teams in accordance with agreed deadlines.</p> <p>Where required by the academy, you may also undertake the role of Data Protection Officer Lead, ensuring compliance with data protection legislation, Trust policies and best practice in the handling and protection of personal data.</p>	
<p><b><u>Category of Academy/School:</u></b></p> <p>Age range: Primary (large)            Form Entry: Two or three form entry            Number of students on roll: 420-600            Multiple sites: Possible            Sixth form/Through school provision: No</p>	
<p><b><u>Main Responsibilities:</u></b></p> <p><b>Finance Responsibilities, you will:</b></p> <ol style="list-style-type: none"> <li>1. Act as the key liaison between the academy and the Trust on finance and operational matters, advising SLT and the AAB on best practice, compliance and efficiency.</li> <li>2. Lead the academy's financial management, including budgeting, forecasting, monthly management accounts, reconciliations and variance analysis.</li> <li>3. Manage all financial transactions including ordering, invoicing, cash book receipts and payments, banking, lettings income, raising of sales invoices, using the Trust's financial systems.</li> <li>4. Ensure strong financial controls, compliance with regulations, audit requirements and adherence to Trust procurement and best value principles.</li> <li>5. Manage the relationship with suppliers ensuring any order/invoice queries are dealt with in a timely manner.</li> <li>6. Work with budget holders and senior leaders to provide financial advice, monitor staffing and non-staffing costs and ensure activities and trips are financially viable.</li> <li>7. Oversee procurement, contracts, SLAs, asset registers and planned maintenance, working with Trust teams to ensure value for money.</li> <li>8. Manage facilities and site operations including health and safety compliance, contractors, catering, cleaning and academy lettings.</li> <li>9. Line manages finance and facilities staff, ensuring effective performance and continuous improvement.</li> </ol>	

**HR & Administration Responsibilities, you will:**

1. Lead academy-level HR administration, ensuring compliance with Trust policies and statutory requirements.
2. Maintain accurate employee records including starters, leavers, contractual changes, pay variations and timesheets.
3. Maintain the Academy's Single Central Record (SCR), ensuring all pre-employment checks, including DBS, are completed and recorded appropriately.
4. Coordinate recruitment activity in liaison with the Trust's HR and Recruitment teams and manage the deployment of supply staff and cover arrangements.
5. Support payroll processes including returns for casual, supply and overtime hours and checking monthly payroll reports.
6. Manage sickness records, confidential casework and exclusion administration, including arranging meetings and maintaining appropriate documentation.
7. Provide professional administrative support to SLT and the AAB, including minute-taking, report preparation and policy review cycles.
8. Coordinate academy communications from the Principal and SLT, including website updates for parents and carers.
9. Act as a key point of contact for staff, parents/carers, students, Trust colleagues and AAB members.
10. Maintain effective filing and record-keeping systems to support governance, audit and compliance requirements

**General responsibilities, you will:**

1. Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
2. Participate in training and other learning activities and performance development as required
3. Ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
4. Ensure strict confidentiality in all areas of work
5. Work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
6. Ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)

**KNOWLEDGE, SKILLS & EXPERIENCE****Essential**

- AAT qualified (C)
- NVQ Level 3 or equivalent qualification (C)
- GCSE Grade 4-9 (A\*-C) or equivalent in both English and Maths (C)
- Experience of using accounts and budgetary software (A, I, R)
- Knowledge of best value and financial regulations (A, I, R)
- Experience of using Excel/Word (A, I)

- Experience working in a busy finance department (A, R)
- Experience of cash handling (A, R)
- Ability to form and maintain appropriate and effective relationships with others (R)
- Excellent numeracy and literacy skills (I)
- Good ICT skills (I, R)
- Excellent presentation skills (A, I, R)
- Ability to communicate effectively with all stakeholders (I, R)
- Motivation to support staff in achieving the best outcomes for children and young people by advising on appropriate allocation of financial resources (I)

#### **Desirable**

- Understanding of the Academy Financial Handbook (A, I, R)
- Experience of working in finance within an education setting (A, R)
- Experiencing of line managing people (A, R)
- Experience of office administration (A, R)
- Knowledge of safeguarding children and young people (A, I, R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

#### **BEHAVIOURS**

- Organised
- Flexible
- Reliable
- Trustworthy
- Attention to detail
- Clear communicator
- Proactive

#### **CONTACTS AND RELATIONSHIPS:**

**Managers** - in daily contact with senior leaders/Principal within the academy

**Support Staff** – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

**Trust Staff** – in regular contact with Trust staff within finance, facilities, and human resources.

**External** – in regular contact with suppliers, contractors as required.

#### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.