



## Regional Finance Director – Greater Manchester

Salary / grade range	£68,100 - £78,269
Location	The role will primarily be based Co-op Academy Manchester, Plant Hill Road, Higher Blackley, Manchester, M9 0WQ
Reports to	Chief Operations Officer

### Purpose of role:

To provide operational leadership, financial management support and advice for the individual academies that fall within the Hub Region. To contribute, as a senior finance member of the Trust, to ensure that efficient and effective operational and business management is carried out by academies within the Hub Region and to support their (and the Trust's) opportunities for future growth/ expansion. The trust views this role as central to academy improvement and effectiveness.

### Key accountabilities (and specific duties / responsibilities):

Leadership role (as key member of the finance team supporting the Chief Operations Officer and members of the senior management team)

- Be a significant member of the finance team and contribute to the Trust decision making process
- Lead on financial planning, budgetary control and internal and external audit processes within the Hub Region
- Be accountable for the effective management of the Hub Region financial resources and the provision of technical advice and expertise on financial and commercial matters to the senior management team and local governing bodies
- Actively seek out and recommend improvements to processes within the Hub Region and across the trust (where appropriate)
- Provide coaching, guidance and support to staff especially those with financial



responsibilities and arrange training and development where required, to support effective management across the Hub Region

- Develop relationships across the Trust and Co-operative Group and support the leveraging of benefits for children, staff and communities in the Hub Region
- Be an active and supportive member of the Trust's finance team

## Growth & Development of the Trust

- To actively support in the appraisal of opportunities to expand the number of academies within the Trust & to make recommendations to the Chief Operations Officer as to the suitability of such opportunities
- Evaluate the financial implications of potential incoming academies and where appropriate, successfully incorporate them into the trust
- Identify further income generation opportunities for individual academies within the Hub Region and for the trust in general

## Financial planning, management & reporting

- Undertake financial planning and monitoring of finances across the Hub Region in line with best practice
- Ensure prompt and timely preparation of regular management accounts, and analysis of variances with budgets, prepare regular budget reforecasts (in-line with agreed policies) and reporting thereon to the Chief Operations Officer, senior management team and local governing bodies
- Contribute to the development of CAT's financial policies, procedures and systems
- Ensure that the annual accounts are properly presented and adequately supported by the underlying books and records of each academy within the Hub Region
- Along with finance colleagues ensure all ESFA requirements are met within the timetable set out in EFA guidance
- Manage ongoing bank relationships for maximum efficiency and oversee cash arrangements and cash flow positions within the Hub Region
- Prepare the academy budgets for each academy within the Hub Region for review and recommendation by the senior management team/ local governing body and ultimate approval by the Trust Board
- Manage the financial affairs within the Hub Region, in terms of cash flow and working capital requirements ensuring that all remain financially strong and viable at all times



- Liaise with Principal / Headteachers in relation to the management of the Trust's risk policy and procurement policies.
- Liaise with the Trust's payroll and pensions providers
- Produce financial information and reports as required by the Chief Operations Officer
- Ensure that the Hub Region has appropriate and effective financial and management information systems and controls in place
- Liaise with internal and external auditors
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post

## PERFORMANCE MEASURES

- Delivery plans for the financial strategy are developed and implemented
- Programmes in place and developing finance staff
- Trust Board informed and effective in financial matters
- Systems developed and being effectively used for reporting on financial data across the Trust
- Effective communications to all relevant Academy stakeholders takes place
- Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the Hub Region

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as	How measured, e.g. application form (A),
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	'desirable'	interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Degree level or equivalent</li> <li>Appropriate Professional Qualification (i.e. ACCA / CIMA)</li> </ul>	Desirable	A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum Five years' experience in Senior Finance role, including two with line management responsibility</li> <li>Experience of operating within an education or service sector environment</li> <li>Experience of MAT or group accounting</li> <li>Experience of Integrated Accounting software procedures including business planning and investment appraisal software</li> <li>Line management experience including appraisals, staff development and training</li> </ul>	Desirable Desirable	A/I A/I A/I A/I A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Up to date knowledge of financial standards and legislation</li> <li>Excellent organisation and administrative skills</li> <li>Excellent leadership, communication (oral and written) and interpersonal skills</li> <li>Proven track record of building strong personal relationships and credibility at senior level across all internal functions</li> </ul>		A/I A/I A/I A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>An innovative approach and high energy levels</li> <li>Enthusiastic and action orientated</li> <li>Commitment to team and strong team player</li> </ul>		I I I



<ul style="list-style-type: none"><li>• Strong commercial acumen and strategic thinking ability</li><li>• Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li></ul>		I
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These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Please note that the successful applicant will be required to comply with all Trust Policies.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.