



King's Academy Binfield and King's Academy Oakwood

Finance Manager

Job Description

Purpose of the role

- Support the Business Manager in the development and implementation of the finance systems at King's Academy Binfield and King's Academy Oakwood
- Manage the finance team and enhance their effectiveness through promoting the highest standards of financial probity and value for money within the Academy
- Maintain robust and effective financial control, ensuring compliance with all relevant legislation and the requirements of the Trust

Key Responsibilities

Financial Resources Management

- Manage finance staff in day to day financial processing and operation of the cluster's financial systems
- Control and monitor the finances ensuring compliance with the financial requirements, including Trust financial regulations and the Academies financial handbook
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Ensure the effective implementation and operation of financial controls within the academy and support budget managers with budget reports and budget management, providing ongoing budgetary information to the relevant people.
- Manage the Sales Ledger to ensure that all income is received in a timely manner and advise of any action that the Business Manager may need to take to follow through on slow payments
- Manage the Purchase Ledger to ensure that the Academy is able to take advantage of bulk purchases and that we are getting best value in all purchases throughout the year. Also ensuring that the invoices are paid in a timely manner with the appropriate authorisation from budget holders.
- Work closely with the Business Manager when preparing monthly, quarterly and half yearly reports for Exec Principal and LGB
- Work closely with Business Manager for planning and implementation of annual and 3 year budget planning cycles

Payroll and Pensions

- Oversee all matters relating to payroll, including; HMRC queries, National Insurance, benefits in lieu of pay, Give as You Earn schemes, liaising with the payroll provider as necessary.
- Ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll.
- Ensure that all payroll processing is carried out on a monthly basis and in line with the deadlines set by the Trust and the Payroll Provider

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the KGA Child Protection Policy
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of the safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refresher courses to ensure personal and up to date understanding of all relevant KGA policies and Practices

Equality diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity