



JOB DESCRIPTION

JOB TITLE	Financial Controller
GRADE	A31 - A35 £39,971 - £44,002
RESPONSIBLE TO	Trust Chief Finance Officer
HOURS OF WORK	37.5hr per week, All year round - flexible and open to part time

Main Purpose of the Job

Supporting the Trust Chief Finance Officer, provide an effective, compliant and consistently high-quality financial management and reporting service for the Trust through the implementation of robust, measurable systems and processes which maximise the use of resources and deliver best value.

Main Duties and Responsibilities

- Preparation of the monthly management accounts and year end forecasts.
- To assist with preparation of the draft budget, the annual financial statements and returns to the DfE and ESFA, adhering to reporting deadlines.
- To review, monitor and advise budget holders regarding their budgets
- To provide guidance and awareness of financial matters and responsibilities, procedures and systems to staff, highlighting improper practice and ensuring observance of legal requirements.
- To be responsible for, and carry out where appropriate, all accounting procedures and resolve problems, including: the operation of all accounts ensuring monthly reconciliations.ensuring that an asset register is maintained.
- Identify and evaluate opportunities for improving value for money.
- To review monthly payroll for accuracy and ensure all HMRC and pension returns are sent according to timescales.
- To coordinate Trust insurance claims monitoring the income due in until the claim settled in full
- To ensure all income due to the Trust is promptly invoiced and manage the procedure for creditcontrol of any outstanding debts
- To attend training courses, relating to the post, particularly in the area of financial management.
- To observe the principles of confidentiality
- Reviewing the processes of finance staff to ensure compliance and making recommendations for changes to improve processes
- Attend Local governing board meetings to present financial reports
- To assist with benchmarking data for the Trust including key financial and operational indicators
- To manage the collation of data from individual schools.
- To prepare Year End schedules to inform statutory accounts preparation



- To liaise with Trust auditors over the annual statutory audit
- To liaise with Trust internal auditors over internal reviews
- To oversee in the implementation of recommendations from the audit and internal scrutiny process
- Contribute to the development of funding bids to external bodies to maximise the resources for the Trust, ensuring that any funds received from successful bids are spent appropriately and within timescales;
- Maintain grant and restricted fund accounts in compliance with grant conditions, academy accounting and trust law requirements;
- Manage the Trust's tax affairs and the submission of VAT and other tax returns and ensure that tax obligations are discharged correctly and effectively

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Greater Manchester Academies Trust Code of Conduct Policy.

Safeguarding

Greater Manchester Academies Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment



Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Part Qualified or qualified accountant with arecognised body (ICAEW,ACCA,CIPFA) or relevant experience • Evidence of commitment to ownCPD • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • Sector specific qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of planning, budget monitoring and procurement • Experience of producing financial/management reports within a medium sized organisation • Ability to implement the principles of best value to maximise the resources of theTrust. • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft 365 product suite 	<ul style="list-style-type: none"> • Experience of payroll procedures • Experience of working in a school or Multi Academy Trust environment or in the Charities sector • Experience of working with confidential information • Awareness of current issues in education
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	



Silchester Drive, Harpurhey, Manchester, M40 8NT

admin@gmacademiestrust.co.uk

www.gmacademiestrust.com

0161 202 0161

@gmacademies

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Other Qualities	<ul style="list-style-type: none">• Ability to make effective decisions• Ability to work accurately and methodically• Excellent time management• Ability to remain calm under pressure• Flexible• Good team player• Willingness to undertake further training• Commitment to safeguarding and promoting the welfare of children	<ul style="list-style-type: none">• Full driving licence
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Greater Manchester Academies Trust – Financial Controller JD – September 2023

