



Job Description

- Job Title:** Senior Finance Lead
- Location:** Regionally based, with travel to academies as required
- Hours of work:** 37 hours per week, 52.14 weeks per year
- Reports to:** Finance and Operations Manager

Purpose of the Role:

The purpose of this role is to provide support to a group of academies, ensuring delivery of effective financial operations

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Support and deliver effective financial operations across a group of academies, including all areas of income and expenditure
- Regular and ongoing review of income and expenditure budgets, including re-profiling to meet published AET budget reforecast deadlines
- Responsible for month end processes and closedown of academies' accounts as allocated in line with published AET deadlines, to include:
 - Monthly payroll upload and reconciliation
 - Bank reconciliations, including review and recommendation on outstanding items
 - Reconciliation of control accounts
 - Review and post recharge journals
 - Review of Debtors and Creditors
 - Review of credit card accounts/usage
 - Preparation of monthly management reports with supporting commentary/variance analysis, ready for review with F&OM
 - Review monthly budget holder reports as allocated in the group of academies prior to distribution
- Review supplier BACS payment runs, acting as first authorisation as required
- Support in transactional income and expenditure processing as required
- Ensure that the AET procurement policy is fully complied with in all aspects across the group of academies, leading to clear value for money in public expenditure
- Monitor and report on service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible
- Act as budget holder for specific budget areas as required
- Ensuring financial processes are robust, efficient and fit for purpose, including their ongoing review and improvement
- Ensure audits undertaken by internal and external audit run smoothly and efficiently for the academies through prompt and accurate responses to auditor queries, and take appropriate actions for any recommendations made





- Work with relevant colleagues to prepare bids for additional grant funding
- Work effectively in collaboration with counter-parties and colleagues across all areas
- Complete work for other academies as reasonably requested by your line manager

Customer Service Delivery:

- Understand the local context and unique attributes of each academy and support the culture and ethos
- Ensure the timely and accurate reporting of all operational data, information, reports and returns across all areas of operations that you are responsible for, working with cluster peers, national team colleagues, the education phase leaders and Trustees as appropriate
- Ensure an appropriate methodology for the delivery of customer requirements is in place and that customer expectations are exceeded

Other

- Ensure that, in relation to all the above responsibilities that effective systems for monitoring and reporting are in operation
- Work effectively in collaboration with counterparts in all other regions and functions
- Carry out other reasonable tasks from time to time as directed by your line manager
- Ensure full compliance with relevant AET's policies, and that the necessary training is undertaken so that all employees understand their role in relation to implementation of the policies and can carry out this role effectively
- Carry out other reasonable tasks from time to time as directed by your line manager

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.





Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.





Person Specification

Job Title: Senior Finance Lead

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Full or part-qualified (Level 2 AAT minimum) as an accounting technician or working towards or relevant experience 	<ul style="list-style-type: none"> • Degree
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience using an accounts package for general bookkeeping, including producing accounts and management reports • Experience of financial operations 	<ul style="list-style-type: none"> • Experience of PS Financials • Academies/schools finance experience/ knowledge
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of forecasting up to five years into the future
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Experience of working within a budget of circa £5 million + 	
	Abilities	<ul style="list-style-type: none"> • Accuracy in reporting detailed financial information, combined with skill at providing clear written commentary and explanation • Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously • Excellent written and verbal communication skills • Good working IT skills, particularly Excel 	<ul style="list-style-type: none"> •





Personal Characteristics	Behaviours	<ul style="list-style-type: none"> ● A self-starter, who is comfortable working with limited day-to-day supervision ● Flexible, proactive and able to work under pressure ● Ability to provide a 'joined up' approach in the delivery of service 	
	Values	<ul style="list-style-type: none"> ● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people ● Ability to travel as required 	

