

**Job Description**

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| **Post Title:** | **Assistant Finance Manager** | |
| **Purpose:** | * To support the Finance and Operations Manager in ensuring robust financial management in all Trust schools. * To assist with all aspects of development and effective operation of financial systems and procedures. * To have strategic responsibility for business development across the Trust and contribute to the development of strategic plans. | |
| **Reporting to:** | Finance and Operations Manager | |
| **Working Time:** | Full time post - whole time | |
| **Hours:** | 37 hours per week | |
| **Salary/Grade:** | Grade H (24 - 27)  Salary: £27,905 - £30,507 | |
| **MAIN (CORE) DUTIES** | | |
| **Catholic Ethos:** | | To ensure that the work fully supports the Trust Board’s and its academies’ distinctive ethos and mission. |
| **General Responsibilities** | | * Work with all schools that are part of Romero Catholic Education Trust, Directors of the Trust and local Governors to implement the Academy’s vision and values. * Work within the Academy community to translate the vision and ethos into agreed objectives and operational plans that will promote and sustain improvement. * Promote excellence, equality, high expectations and aspirations amongst all members of the Trust. * Contribute to the achievement of the Trust’s performance targets. * Develop and lead on aspects of development plans. * Undertake and lead on specific projects as directed by the Chief Executive and the Finance and Operations Manager. * To comply with the policies and procedures of the Romero Catholic Education Trust * To safeguard and promote the welfare of children for whom you have a responsibility or come into contact with, to include adhering to all specified procedures. * To carry out the duties of the post with full regard to the Trust’s equal opportunities and racial equalities policies in terms of employment and service delivery to ensure that colleagues are treated and services are delivered in a fair and consistent manner. * To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. |
| **Specific Responsibilities** | | * To support the Finance and Operations Manager with the implementation of robust financial systems and procedures within the schools of Romero Catholic Education Trust. * To provide financial leadership support and guidance to schools within the Trust and ensure compliance with accounting standards, ESFA funding agreements and all legislation governing the financial operation of the Trust. * To play an active part in the budget setting process and to help ensure effective budget monitoring processes are in place which provide efficient and effective control of income and expenditure and highlight significant variances in a timely manner. * To help ensure that month end procedures, including the production of management accounts are appropriate, accurate and timely. * To be responsible for monthly control account reconciliations, including accruals and prepayments. * To oversee the Trust’s fixed asset register, including additions, disposals, transfers and depreciation charges. * To assist in the preparation and implementation of financial forecasts to ensure the strategic development of the Trust and long term sustainability of the budget. * To implement, review and monitor all accounting procedures and resolve any problems, including:   + Ordering, processing and payment for all goods and services provided to the Trust.   + Operation of bank accounts, ensuring that full reconciliations are regularly undertaken.   + Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.   + Ensure that the Trust has a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place.   + Investing management.   + Ensure the Trust remains compliant with VAT requirements, ensuring that VAT returns are submitted in line with HMRC guidelines. * To assist in monitoring the payroll effectively and ensure timely payment of relevant bodies including pension providers and salary sacrifice schemes. * To keep abreast of financial developments across the educational sector, notably in relation to the Academies sector. * To work with appointed internal and external auditors as directed by the Finance and Operations Manager. * To ensure that all relevant financial information including statistical analysis, forecasting and benchmarking are effectively communicated and accessible within the Trust. |
| **Administration Management** | | * To promote the highest standards of business ethos within the administrative function of the Trust and strategically ensure the most effective use of resources to support the Trust’s learning objectives. * To design and implement efficient and effective administrative systems that deliver outcomes based on the Trust’s aims. * To ensure common administrative systems across schools within the Academy Trust to ensure consistency and achieve efficiencies. |
| **Business Development and Contract Management** | | * To be responsible for business development and to actively seek out opportunities and income streams which will benefit the Trust and its schools. * To assist in the development, promotion and management of the community use of facilities for the schools within the Academy Trust, to ensure that income is maximised, and the Trust becomes a provider of choice. * To assist in the preparation and submission of bids, seeking sponsorship, to generate income and access additional sources of funding for the Trust. To monitor successful bids to ensure that funding conditions are met. * To negotiate, manage and monitor contracts, tenders and agreements for the provision of services. Conduct reviews and evaluations of cost reduction opportunities to ensure value for money is achieved. |
| **Working with others and Staff Development** | | * To represent the Trust at appropriate meetings, as required. * To create and maintain good working relationships among all members of the Academy community. * To challenge, motivate and empower others to attain ambitious outcomes. * To promote appropriate personal and professional development of all staff, providing an example through your own development and practice. |
| **Additional Duties:** | | * Support and engage in any local, regional and national working parties and networks * Engage in relevant and continuous professional development to keep abreast of changes at local, regional and national levels * Any other duties appropriate to the nature, level and grade of the post * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified * Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. |
| **Variation in Role**  Given the dynamic nature of the role and structure of the Romero Catholic Education Trust, it must be accepted that, as the Trust’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive.  This job description is current (March 2019) but, in consultation with you, may be changed by the Headteacher / Trust Board to reflect or anticipate changes in the job commensurate with the grade and job title. An example may be additional Academies joining the Trust. | | |
| St John’s School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way. | | |
| **The successful candidate will be subject to relevant vetting checks, including a satisfactory DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.**  **Romero Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.** | | |