



Southwark Diocesan Board of Education Multi-Academy Trust

JOB DESCRIPTION

POST: Finance Manager

ACCOUNTABLE TO: Finance Director

Main Purpose of Job:

The Finance Manager will lead on the production of monthly and annual financial statements, including balance sheets, income and expenditure, and cash flow statements. You will lead a small central team, working with School Business Leaders from across the Trusts schools, to provide consistent, high quality financial information to all schools and the Trusts Senior Leadership Team

Working with the Trusts Finance Director, the Finance Manager will support the design and implementation of new financial systems and processes, to ensure they maximise opportunities for efficient and effective working within a framework of strong internal controls.

Acting as an extended part of the schools' Senior Leadership Teams, you will build close relationships with the schools and will provide high-level support to their back-office functions. Working with the Finance Director you will support schools in setting reliable and realistic budgets based on consistent planning assumptions, and support in year monitoring and delivery of any corrective actions where necessary.

As Finance Manager, you will act as an interface between the Trust's Central Office and our schools ensuring they feel supported and are equipped to carry out their roles. You will work with our schools' Business Managers to develop their knowledge and understanding and will actively encourage professional relationships and networking between schools.

This role involves:

- Leading the day-to-day operational management of the finance function and drafting of all statutory returns
- Supporting the provision of high-quality reporting against academies and central budgets to agreed deadlines

- Providing high-level finance and operational support to academies and the Trusts Senior Leadership Team
- Supporting Business Mangers with their financial management and reporting, ensuring the academy makes the best possible use of available resources.
- Supporting the Trust with the preparation of its accounts and statutory returns by ensuring all transactions are appropriately recorded and are compliant with the Trusts policy and procedures.
- Developing and driving efficiencies and exploring procurement opportunities both locally and regionally.
- Supporting the ongoing development and implementation of financial systems and processes to maximise operational efficiencies
- Supporting budget setting and in year monitoring

Specific Responsibilities:

- As a key member of the Trust's Support Team, contribute to the delivery of the Trust's operational and educational objectives partnering with our academies, acting as an extended part of the senior leadership teams.
- To provide strategic advice and operational support to academies whilst actively building and improving relationships between the school and the Trust.
- To act as a point of contact for financial and operational issues which may arise within member academies.
- To support schools with the use of key financial systems and processes ensuring they are appropriately managing and recording financial transactions.
- To manage the monthly closedown processes, ensuring all relevant income and expenditure including payroll is recorded and that all control accounts are reconciled and reviewed to an agreed timetable, and that the Trust at all times remains complaint with its financial policies and procedures
- To draft all monthly and annual returns and submissions in an agreed format and timeframe
- Support the school with the preparation of annual budgets for approval by the Local Governing Body and Trust Board ensuring the budget is linked to the Academy Improvement Plan and is sustainable and realistic.
- Support the school with the development of 3–5-year budget forecasts to inform future financial decisions.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and make recommendations.
- Support the Trust by developing and quality assuring financial reports to our key stakeholders.
- Oversee the monthly preparation of management accounts and reports through the Trust's financial systems ensuring that corporate timetables are adhered to.

- Where required, attend Governing Body meetings, acting as a representative for the Trust offering support and guidance.
- Maximise funding from grants and other sources ensuring that opportunities are fully utilised. This may include out of hours use of grounds, drafting funding bids, helping to identify efficiencies across academies, such as exploring synergies, opportunities for partnership working, economies of scale etc;
- Support academies with their commercial contracts liaising with the Finance Director and/or Chief Operating Officer around the tendering and negotiation processes.
- Liaise with the HR Business Partner to ensure that HR processes are followed, especially in relation to recruitment and changes in staff remuneration.
- Working with the Finance Director promote the services offered by the Trust across the academies, brokering and arranging support where required.
- Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- The post holder is required to support and encourage the ethos, objectives, policies and procedures of the Trust, and each academy as agreed by the Board of Directors and Local Governing Bodies.
- 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.
- This 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 at any time after consultation with the postholder.
- In addition to the core responsibilities the postholder will undertake any other duties, which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Chief Operating Officer and/or Finance Director.
- All staff members are required to participate in the Trust's agreed appraisal scheme.

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBEMAT has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the MAT meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.



Person Specification

POST: Finance Manager

ACCOUNTABLE TO: Finance Director

	Essential	Desirable
Personal Values		
Practising Christian, providing active Christian witness		✓
Committed to actively promoting the Christian ethos and values of academies	✓	
Committed to the vision and mission of the Diocese and of the Trust	✓	
Qualifications		
Degree and/or recognised professional qualifications relevant to role		✓
Qualified Accountant (CCAB/CIMA or Qualified by experience)	✓	
A record of recent and relevant continuing professional development	✓	
Leadership & Management		
Experience of senior leadership and management in a successful institution	✓	
Ability to plan strategically based on use of data, targets and benchmarking	✓	
Experience of balancing strategic and operational dimensions of the role	✓	
Experience leading staff	✓	
Ability & Experience		
Experience of leading the strategic financial and operational planning for a school, academy or other organisation	✓	
Experience of budget setting and budgetary control	✓	
Experience of financial management systems	✓	
Experience of month end and year end procedures and processes	✓	
Experience of Internal and External audit and their requirements	✓	

Experience of working with school governors, sponsors, trustees or a board of directors		✓
Knowledge of relevant financial policies and legislation including the Academies financial handbook	✓	
Knowledge and accounting of VAT	✓	
Experience of leading procurement exercises		✓
Experience of monitoring a range of contracts such as Facilities Management and/or ICT Managed Services to ensure that Value for Money and Key Performance Indicators are met	✓	
Knowledge of health and safety legislation		✓
Strong skills in financial analysis	✓	
Experience in leading effective risk management, assessing and reporting on risk as appropriate		✓
A solid understanding of and commitment to diversity and equality issues		✓
Confidence to apply both formal and informal styles where required	✓	
Able to coach, develop and provide training for line managers, building their skills and competence to manage and maximise their effectiveness and performance and that of their teams	✓	
Personal Qualities and Skills		
Ability to articulate vision to a variety of audiences	✓	
Advocacy, facilitation and negotiation skills	✓	
Intellectually versatile, innovative, emotionally intelligent and perceptive	✓	
Reliable and acts with integrity	✓	
Demonstrates energy and dynamism, courage and resilience	✓	
Positive approach to problem solving	✓	
Excellent organisational, planning and time management skills, able to manage multiple tasks simultaneously without compromising on	✓	

standards and quality together and with the ability to prioritise workload and work to deadlines		
Calm under pressure and self-motivated	✓	
Creative and resourceful, with a "can-do" attitude	✓	
A strategic thinker, able to see "the big picture" and provide strategic advice to the Executive Team	✓	
A team-player, engendering a culture of openness and sharing	✓	
Adept at building internal and external relationships and partnerships	✓	
Literate and able to compose clear reports, correspondence and other documentation	✓	
Strong IT skills	✓	
Wider Knowledge and Understanding		
Understanding of and commitment to the place of the Church of England in education and the strengths of VA status		✓
Understanding of the opportunities and challenges arising from serving the diverse Diocese of Southwark		✓
Understanding of current educational issues relating to academies		✓
Knowledge of relevant policies, legislation and codes of practice, as appropriate		✓
Additional Requirements		
A criminal record disclosure/DBS will be required prior to appointment	✓	
May be required to work occasional evenings	✓	
Will be required to travel to schools within the Diocese	✓	
Excellent and unequivocal references	✓	
Holder of a current driving licence and access to private transport		✓