



## JOB DESCRIPTION

### Trust Finance Manager

#### Salary and Hours

**Salary:** Hay Band C (£34,196 to £40,619 full-time)

**Hours:** 37 hours per week  
Year Round

#### Role Description

**Responsible to:** School Business Director / Chief Operating Officer for Trust Work  
School Business Manager for Minster School Work

The Trust Finance Manager is a key support staff post for the business and administration of the multi-academy trust, Minster Trust for Education (MiTrE) and The Minster School. The role is expected to evolve over time and the post holder needs to be responsive and proactive to changing strategic priorities.

#### Multi-Academy Trust Duties (MiTrE)

- To prepare annual and three year budget estimates of income and expenditure in conjunction with the chief operating officer.
- To act as the main financial consultant for both the Trust and Minster School, advising the Trust board, Head Teacher and Local Governing Body as necessary.
- To prepare, monitor and evaluate the Trust budget and prepare financial reports in line with the Trust's budget reporting schedule.
- To reconcile Trust accounts on a monthly basis.
- To attend Trust Board meetings when required.
- To prepare the annual financial accounts to the required standards and take responsibility for the completion and submission of all regulatory reporting relating to Trust and School accounts, in accordance with the deadlines set by the regulatory authorities.
- To fulfil the role of Company Secretary and to ensure prompt and efficient completion of monthly, quarterly and annual returns as required by the Trust, Governing Body and outside bodies including the DfE, Local Authority, Diocese, EFA, Her Majesty's Revenue and Customs, Companies House, Charities Commission and other regulatory bodies.
- To work with the appointed auditors and supply them with required information to enable them to operate effectively.
- To ensure that robust financial structures and controls are in place to ensure compliance with the Academies Financial Handbook (AFH).
- To manage all payments, invoicing and VAT returns relating to The Trust.
- To manage the collation of data from individual schools.
- To be responsible for investment of balances to ensure maximum returns.
- To support in bids for capital works and other income sources.

## Minster School Duties

- To prepare annual and three year budget estimates of income and expenditure in conjunction with the school business manager and in line with the reporting schedule.
- To maintain and monitor the school's budgetary allocation and provide financial information as required to both the Trust and the school in line with the reporting schedule.
- To assist in setting the school budget and actively monitor throughout the year.
- To undertake the month end and year end procedures for the school budget.
- To reconcile all school accounts on a monthly basis.
- To advise budget holders regarding their budgets.
- To be responsible for overseeing the processing of payments of all goods and services including payroll adjustments for The Minster School.
- To be responsible for overseeing the preparation of all invoices for The Minster School.
- To be responsible for overseeing all debt collection for The Minster School.
- To prepare and submit VAT returns and VAT claims.
- To maintain the school's accounts in accordance with the funding agreement and Academy Financial Handbook.
- To support at Governor meetings as and when required.
- To be responsible for the input of all payroll adjustments within the designated timeframe.
- To oversee the authorisation of and receipts, recording of income and banking.

### Additional Information and duties:

- To play a full part in the life of MiTrE; the Minster Teaching School and its Alliance and to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the, Chief Executive Officer/Chief Operating Officer/ Head Teacher/Business Manager.
- To actively uphold the Equal Opportunities policy, as reflected in the work of the school and Trust.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipated changes in the job commensurate with the grade and job title.
- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Signed: \_\_\_\_\_ Staff Member

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_