



Job Description

Title	Finance Manager
Date last reviewed:	June 2021
Grade & Salary Range	G10, SCP 27-30, £31,346 - £33,782 pa
Location	The Oxford Academy
Hours	37 hours per week, 52 paid weeks per annum including 29 days of paid holiday entitlement (increasing after 10 years' service).
Contract Type	Permanent
Reporting To	School Business Manager
Additional Information	Responsible for the supervision of the Finance/Payroll Administrator

Key Job Purpose

To work in conjunction with the School Business Manager (SBM) to manage the school's finances; provide monthly budget monitoring and preparation of the annual budget. Provide financial guidance and support to the School Business Manager.

Areas of responsibility:

- The processing of all accounting transactions in a timely manner and the maintenance of all financial records with a full audit trail in accordance with Trust Financial Regulations.
- To carry out all financial procedures in accordance with the Trust's month end checklist, including but not exclusively Payroll transactions, Payroll reconciliation, aged debtors, accruals, pre-payments, bank and credit card reconciliations and outstanding Purchase Orders.
- To work in conjunction with the SBM to produce monthly management accounts and budget re-forecasts in line with the Trust's reporting timetable, including explanations regarding key variances to the budget and year-end forecast.
- To work in conjunction with the SBM to set, profile and the allocation of the school's budget using the Trust's budgeting software.
- To maintain effective financial administration systems in order to provide an efficient support service to all school budget holders. Provision of regular budget holder reports and financial statements for key departments eg catering, OX4
- Maintain the cashless catering and online payment system.
- Agree amount of invoices to be raised by Finance Assistant in SLAs
- The maintenance of the school's asset register.
- The review of School Condition Allocation and Capital expenditure in line with the budgets set.



- To be the key contact with the Trust central finance team.
- To provide support to both internal and external auditors.
- The management of the school's local bank account.
- The financial management of Pupil Premium expenditure and applications.
- To line manage the Finance Assistant.
- The management for the school's procurement in line with Trust Regulations and ensuring best value.
- Give guidance to staff in relation to all payroll queries including tax and pension, liaising with the appropriate outside service provider where necessary.
- Support the SBM with identifying appropriate income streams and support the application for grant funding.
- To support the SBM with any other finance related tasks.

Other Duties:

- To be familiar with and adhere to all Trust and School Policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace.
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents.
- To set a good example in terms of dress, punctuality and attendance.
- To participate in the School's arrangements for appraisal, professional development and other mandatory training.
- To undertake other such duties as may be reasonably required by the SBM which are in line with the grading of the post.

All Academy post-holders are to ensure the sponsors' vision, Christian ethos and values are embedded in the day-to-day and long-term running of the Academy. Each post-holder must share and deliver the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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Personal Specification - Finance Manager

	Essential	Desirable	Method of assessment
Qualification	Qualified to at least CIMA, ACCA, ACA, or CIPFA level.		Application
Experience	<p>Good working knowledge of current accounting software systems.</p> <p>Experience of Analysing Data</p> <p>Experience of reporting and monitoring to tight deadlines</p> <p>Experience of developing database and spreadsheets</p>	<p>Experience of working in the education sector</p> <p>Experience of leading/managing a team</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
Skills	<p>Able to prepare monthly management accounts from trial balance, ensuring that all transactions and journals are posted</p> <p>Monitor supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales</p> <p>Ability to maintain and manage the aged creditors' report</p>	<p>Managing the fixed asset register</p>	<p>Application, interview assessment</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>



	<p>Reconcile suppliers statements to the Accounts Payable balances Complete quarterly VAT return and make necessary adjustments</p> <p>Maintain control schedules for other income, including lettings, uniform sales, offsite educational visits, etc. to ensure that income is properly and completely recorded and any excess of income over expenditure or vice versa is determined and reported to the School Business Manager</p>		<p>Application and interview</p> <p>Application and interview</p>
Knowledge	<p>Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.</p> <p>Knowledge of all year end procedures</p>	<p>Knowledge of recording and reconciling "cashless catering" income and updating system user records where required for cash received other than via the cash loaders</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application, interview</p>
Behaviour Skills	<p>Excellent communication; both oral and written and excellent interpersonal skills.</p>		<p>Application and interview</p> <p>Application</p>



	<p>Proven report writing skills.</p> <p>Excellent IT skills (Word, Excel, Outlook).</p> <p>Ability to prioritise responsibilities under pressure and be self motivating.</p> <p>Personal integrity and confidentiality. Excellent time management skills.</p>		<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
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