

JOB DESCRIPTION

JOB TITLE	Finance Manager
GRADE	TBC – c£40k
REPORT TO	Finance Director

Background

Greater Manchester Academies Trust (GMAT/the Trust) is comprised of Manchester Communication Academy (MCA), Manchester Communication Primary Academy (MCPA), and North Manchester Initial Teacher Training centre (NMITT). The Finance team for the Trust sits within Corporate Services, which is headed up by the Finance Director, and which includes Site Management and HR, as well as financial services for the Trust. The Finance Manager role will have a clear focus on managing the Finance team within this structure.

Job Purpose

The Finance Manager (FM) help to develop and articulate the vision, values and ethos for the Trust by ensuring the Trust has appropriate financial, administrative, and procurement systems in place.

The FM will help to ensure compliance with all financial requirements as per the Academies Financial Handbook, oversee the delivery of robust and effective financial procedures and accurate financial information to the Trust, and work closely with internal and external auditors.

The will support the Finance Director to develop best practice financial management and budgeting, looking to achieve best value in the use of public funds, and to develop 'outward looking' traded services.

Job Description/Main Duties

Budget Preparation & Monitoring

- Lead on preparation of annual budgets for GMAT
- Lead on preparation of delegated budgets for departments within GMAT.

- Prepare & discuss regular budget monitoring reports with governors, senior leaders, and delegated budget holders.
- Assist in developing financial benchmarking measures to support robust financial management at Trust & academy level.

Financial Procedures

- Lead on annual review & documentation of Trust financial procedures, ensuring are fit for purpose, compliant with ESFA best practice, and provide necessary assurance to trustees & governors.
- Oversee operation of all control accounts, ensuring full monthly reconciliation & reporting of exceptional items.
- Lead on preparation of monthly management accounts.
- Assist FD in robust management of/accounting for Trust asset base.
- Ensure compliance with statutory requirements with regard to financial reporting, charity law, EFA requirements and health and safety requirements.

Training & Personnel

- Identify & implement plans for own training & development needs.
- Support ongoing professional development of more junior team members.

Financial Returns

- Lead on preparation of all statutory/required returns to ESFA, HMCA, Companies House etc.
- Support FD/AO in preparing & drafting the Trust's Annual Report.
- Lead on regular preparation of management accounts top agreed format, identifying key risks & issues arising from them.

Fund Raising/External Funding

- Ensure maintenance of clear audit trail for all externally funding bodies.
- Work with colleagues to maximise income generation across the Trust.
- Support SID team in identifying, maximising, and properly accounting for sources of external/project income.

Other Duties



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- Undertake other such duties & tasks determined by the Finance Director as are commensurate with the post & the effective delivery & development of the Trust.

Qualifications & Experience

- A good relevant honours degree
- Higher professional accountancy qualifications relevant to the post
- Experience of large and complex budgets
- Experience of education finance
- Knowledge of financial regulatory procedures
- Experience of line management

Person Specification

<p>Qualifications and professional development</p> <p>ACCA /CIMA /AAT qualification or part qualification</p> <p>Clear evidence of professional development aligned to the requirements of the post.</p>	<p>Application</p> <p>Interview</p>
<p>Experience</p> <p>Successful track record as a school/academy finance Officer or comparable financial experience.</p> <p>A clear understanding of budget planning and development processes.</p> <p>Evidence of innovation in the development of financial support systems.</p> <p>Evidence of supporting the effective management of finances including associated budgeting, and demonstrating value for money in the delivery of services.</p> <p>An ability to deploy effectively staffing and other resources in delivery of goals.</p> <p>Effective experience of developing partnerships to improve service delivery.</p> <p>Experience of delivering 'Best Value' in a service delivery setting.</p> <p>Experience of managing and effectively communicating change.</p> <p>Experience of communicating with multiple stakeholders.</p>	<p>Interview</p> <p>Interview</p> <p>Application</p> <p>Interview</p> <p>Application</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Knowledge and Understanding</p> <p>Knowledge and understanding of current developments in education and how they impact upon the provision of effective support services in schools.</p> <p>An understanding of IT support systems, packages and services as they relate to the management of school finances.</p> <p>Knowledge and understanding of how to lead, monitor and evaluate all aspects of financial performance including the use of data to review budgetary control.</p> <p>An understanding of budget/business planning.</p> <p>Knowledge of financial management systems and performance monitoring of budgets.</p> <p>Knowledge of professional practice including equal opportunities and anti-discrimination in the context of a Trust.</p>	<p>Interview</p> <p>Interview</p> <p>Application</p> <p>Interview</p> <p>Application / Interview</p> <p>Application</p>



Knowledge and understanding of Strategic Business Planning, Key Business, Key Performance Indicators (KPIs) and business reporting tools.	Application
Skills and Abilities	
An ability to think strategically, forward plan and contribute to whole Trust priorities.	Interview
An ability to lead, manage and innovate within the finance and administration function.	Interview
An ability to demonstrate and inspire high standards of professional behaviour, conduct and respect.	Interview
Rapidly absorb, analyse and interpret complex information presented in written format or observed, and be able to respond by compiling reports, programmes of work or action plans.	Application
Communicate effectively and deploy interpersonal and intellectual skills to support effective team working, time management, leadership, diagnostic thinking and problem solving to maintain positive professional relationships.	Application
Deploy sound judgement to resolve matters of conflict in a courteous and professional manner.	Application
Work creatively and innovatively to support the development and implementation of Trust initiatives and policies within agreed timescales, budgets and performance targets.	Application
Problem solve by taking a systematic and methodical approach to identify opportunities and alternatives.	Application
"To think outside the box" to generate imaginative and radical solutions.	Interview
Ability to communicate effectively with multiple stakeholders to realise the full potential of the Trust.	Interview
Customer focussed, responding professionally and innovatively to meet and exceed customer expectations.	Interview
Results orientated.	Application
Attitudes and Values	
Commitment to promote and support the vision, values and ethos of the Trust.	Interview
High expectations of personal performance and committed to own development.	Application
Possess drive, enthusiasm, integrity, determination and energy to improve the life chances and experiences of students.	Interview
Statutory / Legal	
Legal, statutory and regulatory requirements including an enhanced Criminal Record Disclosure.	Statutory Application Process



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