

Finance Manager

Job description and person specification

Job description

Post title: Finance Manager
Salary: Band C
Position: 37 hours per week, 52 weeks
Reports to: Head of Finance

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To take the day-to-day lead in the financial control and management of a number of academies. To play a lead role in developing best practice across the Trust and to act as a leader when new academies are brought into the Trust, driving improvements and acting as a resource that can be called upon when required. Ensuring that all relevant financial information and reporting is produced to a high standard within deadlines. To apply best practice in accordance with financial regulations to optimise 'best value' and to maximise the use of resources in line with the Trust's policies. To effectively line manage the Assistant Finance Managers.

Main duties and responsibilities

- Provide professional financial management for assigned academies including its extended facilities in accordance with the Academies Financial Handbook.
- Proactively drive best practice across the Trust.
- Taking the lead on the timely production of monthly reporting to Group Finance of accurate financial reports.
- Working effectively with non-finance staff to provide decision support and to improve financial awareness throughout the academies.
- Taking responsibility and oversight for the production of financial management reports (Income & Expenditure statement including explanation of material variances, Balance Sheet, Cash Flow Statement and Capital Expenditure Reports).
- Ensuring appropriate levels of systems and internal control are in place.
- Provision of information for inclusion in Diverse Academies' statutory returns e.g. VAT.
- Assisting with / completing returns for submission to external bodies / agencies.

- Ad hoc project work as required including the production and monitoring of financial policies and procedures.
- The production and analysis of Integrated Curriculum and Financial Planning data to inform effective, accurate budgeting information.
- Attendance at internal and external meetings as and when required.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Working towards an accountancy qualification and / or qualified by experience.	✓		Application form Qualification certificates
Knowledge and understanding			
Knowledge of the financial requirements placed on academies	✓		Application form Interview References
A clear understanding of how Finance can support the desired outcomes of the organisation	✓		
Experience of working in a high performing organisation that is constantly reviewing and improving its organisational practices	✓		
Experience of producing accurate financial reports to deadlines	✓		
Ability to provide guidance, advice and direction to non-financial colleagues to ensure compliance with financial procedures, policies and the Scheme of Delegation	✓		
Ability to manage competing priorities across two or more academies	✓		
IT literate	✓		
A proven ability to successfully manage all resources effectively	✓		
The ability to motivate staff to ensure high performance	✓		
Skills and attributes			
Outstanding interpersonal and communication skills, able to explain and convey information in a clear and concise manner to a range of stakeholders	✓		Application Interview References
Shows commitment to a supportive, coaching culture	✓		
Commitment to ongoing personal and professional development	✓		
The ability to set targets and complete tasks to meet deadlines	✓		
Ability to work effectively under pressure	✓		
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters.	✓		
Core			

Able to work flexibly including regular travel across the Trust and occasional evenings, according to the needs of the role		✓	Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that their medical fitness for the post can be ascertained	✓		
Prior to confirming an appointment to the Trust, two satisfactory references will need to be received.	✓		