



## Finance Manager

<b>Job Title</b>	Finance Manager
<b>Salary</b>	Up to £34,000 depending on skills, qualifications and experience
<b>Reporting to</b>	Business Director
<b>Location</b>	Stratford, Newham, London
<b>Type of position</b>	Permanent (AYR)
<b>Hours</b>	Normal working hours for this role are 40 hours a week from Monday to Friday however LAE is willing to consider candidates wishing to work for no less than 35 hours a week. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively. Evening and weekend working may occasionally be required.
<b>Child Protection</b>	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

**The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.**

"An inspirational school" The Good Schools Guide 2019

LAE is an ambitious, academically selective sixth form in the heart of Stratford, close to the Olympic Park and just two minutes from Stratford Station (zone 2/3), with excellent links to all parts of London.

In 2018 LAE secured outstanding A level results. 90% of A level grades were A\*, A or B and 60% of all grades were A\* or A. 200 students progressed to Russell Group universities, including fifteen to the universities of Oxford and Cambridge. This year 26 students hold offers to study at either Oxford or Cambridge. Our ALPS 1 value added score places us in the top 1% of schools nationally for progress and we are the only provider in Newham with an average grade of an A.

The school is heavily oversubscribed with more than 3000 applications for 250 places each year and was graded 'outstanding' in every category by Ofsted in November 2017. The Sunday Time ranked us third in their list of state sixth form colleges in 2018/19 and named us State Sixth Form of the Year in 2015/16.

## **LAE can offer you:**

- A modern and positive learning environment minutes from the Olympic Park and Stratford Station;
- Collaborative working with our world-class partner schools: Brighton College, Caterham School, Eton College, Forest School, Highgate School and UCS Hampstead.

## **THE ROLE**

### **Job purpose**

- To deliver an effective, accountable and consistently high quality finance, and management service for LAE through the implementation of robust, measurable systems and processes which maximise the use of resources, deliver best value and enhance the delivery of teaching and learning for students.
- Act as Deputy on finance matters in the absence of the Business Director where requested
- To manage the day to day operational management of Finance and associated Admin functions.
- To manage the central admin budget
- To lead and manage the Finance and Admin Assistant
- To produce monthly management accounts and variance analysis and ensure the integrity of the nominal ledger and provide monthly reconciliations of the bank and other key control accounts
- To plan and prepare year ends statutory accounts and audits
- To manage monthly and statutory payroll and pensions administration process
- To Assist with the recruitment of Business, Administrative and Technical staff
- Be responsible for the planning, development, design, organisation and monitoring of support service and LAE systems/procedures/policies
- Manage LAE's day to day financial and banking operations and activities using the chosen software to enable effective, accurate, timely delivery of financial reports and information to the Business Director when requested.
- Ensure effective purchase ledger and sales ledger procedures are in place and followed
- To support with whole school events and administration e.g. open weekends and assessments days

### **Key Responsibilities and core activities of the role**

The person appointed will be required to work flexibly, both independently and within a team environment, and will be allocated a range of duties and responsibilities, including

#### **Finance**

- To produce monthly management accounts and cost centre reports as required;

- To prepare and submit HMRC Returns e.g. payroll, Gift Aid and VAT as necessary
- To oversee payment runs and ensure effective credit control;
- To organise and respond to reports from the responsible officer and auditors.
- To assist with preparation of the draft budget, the annual financial statements and returns to the DfE, ESFA, NAO, ONS etc;
- To supervise the Academy sales and purchase ledgers, ensuring that all income is promptly and accurately invoiced and payments received in a timely manner and all payments to suppliers are made in timely manner with appropriate VAT treatment.
- Manage and maintain an effective asset register for LAE ensuring it is annually updated.
- To review payroll monthly for accuracy and ensure all HMRC and pensions returns are sent according to timescales
- To manage and improve the financial software used.
- To provide financial support and training to budget holders as required
- To maximise income through lettings and extended services provision.
- Maintain accurate financial records and documentation to ensure consistent audit trails and a sound basis for financial analysis and decision-making.
- Manage and annually assess the effectiveness of central resource purchasing for LAE, establishing and implementing robust, accountable ordering processes to ensure LAE achieves best value.
- Remain up to date with changes to financial regulations and undertake training to ensure that LAE follows best practice in this area.
- Manage LAE invoicing process to ensure all income due is secured in a timely fashion to meet cash flow targets.
- Prepare financial reports and monthly payroll in a timely manner where and when requested ensuring accuracy and confidentiality.
- Prepare and present financial reports in a timely manner where and when requested ensuring accuracy and confidentiality.

### **Administration**

- To lead and manage the Finance Administration staff and functions
- Undertake appraisal of finance admin staff as required
- To plan, lead and implement change across finance and related admin areas.
- Lead and monitor the quality and progress of work across whole-school teams in own area of responsibility under the supervision of the Business Director.
- To Lead and manage effective school business processes to deliver LAE requirements.

### **General**

- To attend LAE events as required
- To assist the Head Master and Business Director in ensuring effective health & safety management
- To assist in emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.

- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role and communicate to staff as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Business Director or Head Master shall from time to time reasonably require
- To carry out any other reasonable duties, as requested by the Business Director or Head Master

This job description is not exhaustive and will be reviewed at the end of the academic year or earlier if necessary. It may be amended at any time. This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to constant review in the light of changes and development at LAE. The post holder may be asked to undertake such duties as may be properly delegated following discussion.

The post holder will be expected to work independently most of the time although supervision will be available in the event of a problem.

All employees are required to declare any conflict of interest that may arise before or during their employment. Any outside activities, either paid or unpaid, must not in the view of LAE conflict with or react detrimentally to LAE's interest, or in any way weaken public confidence in the conduct of LAE's business.

## Person specification

Essential professional criteria	How these will be confirmed
<p><b><u>Qualifications:</u></b> Formal accountancy qualification : Part Qualified (ACA/ACCA/CIMA), AAT Qualified or QBE</p> <p>Evidence of continued professional development.</p> <p><b><u>Knowledge/Experience</u></b> At least 3 years' recent and relevant experience, although not necessarily, within the academy sector</p> <p>Demonstrable expertise in financial management procedures, year-end statutory accounts and the management of budgets</p>	<p>Sight of original exam certificates / academic qualifications will be requested.</p> <p>To be tested at interview</p>
<p>Previous recent and relevant experience of finance and administrative tasks as well as tasks requiring considerable self-led organisation over a medium-length period of time (e.g. a number of months).</p>	<p>Confirmation of former relevant employment will be requested.</p>
<p>Good general ICT skills: Word, Outlook, internet</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities.</p>
<p>Intermediate to advanced Microsoft Excel skills</p>	
<p>Deserving of trust with confidential information.</p>	
<p>Attentive to detail and accuracy.</p>	
<p>Tidy, organised and methodical.</p>	
<p>Meet deadlines, and work under pressure of time constraints.</p>	
<p>Ability and Willingness to follow instructions</p>	
<p>Self-motivated and enthusiastic about working on one's own, but also enjoy working in a team and contributing to the success of a shared endeavour.</p>	
<p>A "team player" who is able to effectively communicate with staff and sixth formers.</p>	

Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	
Friendly, motivated and smart in appearance.	
<p>Experience of working with finance software</p> <p>Ability to analyse and interpret a range of complex information</p> <p>Ability to prepare and monitor budgets and to ensure correct financial procedures are adhered to across the Trust</p>	<p>Interview questions will explore applicants' attitudes and knowledge of this.</p> <p>Referees will also be asked about this. Any relevant issues arising will be discussed with applicants.</p> <p>Applicants are likely to be asked to take an excel skills test and an accounting skills test</p> <p>Applicants may be asked about:</p> <ul style="list-style-type: none"> <li>• their relevant skills and experience</li> <li>• their understanding of confidentiality</li> <li>• their understanding of, and enforcing of, professional boundaries between young people and members of staff</li> <li>• their attitudes to the use of authority and maintaining discipline</li> <li>• their willingness and ability to work flexibly and uphold the ethos of LAE</li> </ul>
<b>Desirable professional criteria</b>	<b>How these will be confirmed</b>
<ul style="list-style-type: none"> <li>• Degree or equivalent experience</li> </ul> <p>A higher technical or professional accounting qualification.(ACA/ACCA/CIMA)</p>	Sight of original exam certificates / academic qualifications will be requested.
<p>Experience of:</p> <ul style="list-style-type: none"> <li>• working in a similar role in free schools or academies</li> <li>• working in a similar role within the education sector</li> <li>• working with Access Dimensions or similar school finance system</li> </ul>	Confirmation of former relevant employment will be requested and / or there will be opportunities at interview to discuss experiences and examples that demonstrate these.

### **Application process**

Applications should be submitted to [applications@excellencelondon.ac.uk](mailto:applications@excellencelondon.ac.uk)  
Please submit with a covering letter of no more than one side of A4 and the LAE application form.

Closing Date for applications is the Midnight on the 28<sup>th</sup> of February and interviews will take place in the week beginning the 4<sup>th</sup> of March.