



<b>Job Title:</b>	Trust Finance Manager
<b>Oak Grade:</b>	10 (NJC Point 36 to 39)
<b>Salary:</b>	£42,503 – £45,495 per annum (full time)
<b>Accountable to:</b>	Chief Finance Officer
<b>Responsible for:</b>	Trust Finance Officer/Assistant
<b>Key Relationships/ Liaison with:</b>	Trust HQ staff, Head teachers and Business / Office / Finance Managers in schools
<b>Job Purpose:</b>	<p>The Trust Finance Manager will lead the Trust's central finance function, being responsible for managing the organisations financial systems. They will:</p> <ul style="list-style-type: none"><li>• Advise on and ensure effective provision of financial management across the Trust.</li><li>• Provide professional support and advice to all schools within the Trust.</li></ul>

## **Main Duties and Responsibilities:**

### **Finance – Trust**

- Ensure the efficient day-to-day management of the central Finance function
- Manage the Trust's finances and financial systems, including administration access to the ledgers; and posting transactions to the finance system, ensuring appropriate reconciliations are completed and undertaking close down procedures monthly and annually
- Contributing towards the improvement and development of financial procedures and ensuring full compliance across the Trust
- Develop data and finance procedures across the Trust, as required to meet business need
- Liaise with both Internal and External auditors regarding the accounts and other financial returns
- Assist the CFO on statutory reporting and returns, including the consolidated Trust statutory accounts, budgetary and financial returns to ESFA, VAT and other returns to HMRC, and any pension or other returns that are necessary from time to time
- Manage Trust cash flow and central bank account in conjunction with the Finance

Officer, ensuring all bank accounts including the school's credit card(s), are reconciled on a regular basis

- Assist in the preparation of monthly management accounts for the Trust, including reports for the monthly meeting with Trustees as appropriate
- Assist in the management and co-ordination of the annual statutory accounts exercise for the Trust and supporting information for audit
- Assist in ensuring compliance with the Academy Trust Handbook and public sector procurement rules alongside maintenance of the contracts register
- Liaison with suppliers and contractors on service performance and finance issues
- Line manage centralised Finance Team colleagues as the Trust grows

### **Finance - Schools**

- Build a relationship with each school, working with Business / Office Managers / Finance Officers to ensure delivery within their agreed budgets
- To provide timely, accurate and practical information and advice to schools in accordance with Trust Finance policies and procedures
- Assist the schools in budget setting in line with the Trust timetable
- Month-end and budget monitoring reviews with all schools
- Preparation of monthly management information for review by the Chief Finance Officer
- Academy level VAT checks and VAT126 return

### **Other duties**

- To actively engage in own professional development and participate in the Trust's performance management arrangements
- To undertake additional duties as required, commensurate with the level of the job

**Trust Finance Manager – Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• High level of numeracy and literacy – Level 5 equivalent</li> <li>• Financial qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 5 years’ experience in a finance position</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Finance within the Education environment</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Expert knowledge of financial management</li> <li>• Strong ICT skills, including Microsoft Excel and computerised accounting/finance systems</li> <li>• Budget management skills</li> <li>• Highly organised, maintaining accurate records and processes to ensure compliance with relevant legislation</li> <li>• Meticulous attention to detail</li> <li>• Flexibility in approach to work</li> <li>• The ability to lead and develop a team of staff, managing their own and others workload efficiently and in a busy environment</li> <li>• Ability to build effective working relationships with staff of all levels and other stakeholders</li> <li>• Develop data and finance processes and systems across the Trust, as required to meet business need</li> <li>• Requires skills for planning, development and monitoring of support services</li> </ul>	<ul style="list-style-type: none"> <li>• Access Education Finance and Budgeting system and accounting experience</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• A pro-active record of CPD</li> <li>• Understanding of safeguarding issues and ability to follow all Trust procedures relating to this</li> <li>• A commitment to the Trust’s aims &amp; values</li> <li>• Hold positive values and attitudes and adopt high standards of behaviour in a professional role</li> <li>• Demonstrable commitment to teamwork and constantly striving to seek improvements in processes</li> <li>• Integrity</li> <li>• Self-motivated</li> </ul>	