



## **Middlesex Learning Trust Job Description**

<b>Post:</b>	Finance Manager
<b>Reports to:</b>	School Business Manager/Chief Finance and Operating Officer
<b>Grade:</b>	SCP 26 – 29 (Term time only plus 3 or 4 weeks)
<b>Safeguarding Children:</b>	Middlesex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

### **Purpose of Job**

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- To manage the full range of financial support services required by MLT ensuring that financial procedures are carried out in line with financial guidelines and audit procedures for both The Compton School and the Central Trust function and supporting the other Trust Schools (currently Southgate School and Stopsley High School), providing the highest levels of support and challenge.
  - Recording of all financial transactions accurately on the MLT Finance systems.
  - Support the Trust School Finance teams in implementing the Trust Finance policies and procedures as well as integrating the new schools that join the Trust.
  - Provide support to review the month end reconciliations of Trust Schools and ensure that month end process and timeline is adhered to at all Schools.
  - Ensure that VAT reclaims for all Trust Schools are reviewed, claimed and re-imbursed to Schools promptly. Prepare VAT returns for MLT's VAT reclaim.
  - To provide day to day management of the Finance Team, undertake a performance management role for the team and monitor general finance functions and procedures.
  - Implement audit recommendations for the Trust and support the Schools in implementation of audit recommendations.
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## **Main Duties and Responsibilities**

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### **Staff Management**

- To be responsible for day-to-day leadership and management of the TCS finance team.
- Undertake Performance Management as required, identifying and arranging support, challenge and training as appropriate to the Trust's requirements.
- To be responsible for overseeing the day to day workload of the finance team, identifying priorities and deadlines in line with agreed finance procedures.
- Monitor Finance Team Plan for all Schools and MLT (to feed into Trust Improvement Plan).
- Work with CFOO and SBMs to review the financial policies for the Trust and ensure they are implemented. Bring to attention of CFOO/SBM any breach or non-compliance.
- Complete the annual closedown and year end procedures for MLT. Support the CFOO/SBM to ensure annual closedown and year end procedures are completed on time for all Trust schools.
- Attend and contribute to Finance Team Meetings for the Trust to support school finance teams. Support in training the finance team of the Trust schools.
- To co-ordinate and deliver training for new finance staff across the Trust.
- To produce instruction manuals for key monthly/annual tasks which are followed by all Trust Finance staff.

### **Finance**

- To follow MLT's Financial Leadership Policy and all associated policies.
- Liaise with MLT & TCS Budget holders to ensure that purchase orders are raised and confirm that all expenditure meets the approved budget.
- Oversee the MLT & TCS procurement function and ensure all spending adheres to the Trust Scheme of Delegation and authorisation process. Support the other schools in the Trust by sharing the Trust policies and processes.
- Scrutinise all purchase authorisations to ensure that Scheme of Delegation is adhered to at MLT.
- Scrutinise the purchase orders and reconcile supplier statements on monthly basis.
- Ensure all MLT & TCS credit card purchases are properly authorised, recorded and reconciled.
- Processing and monitoring of insurance claims.
- Administrator of the bank accounts for all Trust Schools and MLT
- Process VAT returns for MLT & TCS and re-imburse each school for their VAT claims.
- Carry out month end reconciliation for MLT and support Trust Schools to do the same where necessary.
- To ensure that the MLT's Asset Register is maintained and updated by supporting the Finance Officers.
- Ensure that the data is maintained in accordance with required procedures and protocols and are kept confidentially and securely in accordance with data protection rules.

- Manage the supplier set up process for MLT. Support CFOO in reviewing the finance policies and processes of the Trust, updating approved/preferred supplier list.
- Support Trust Finance Teams and facilitate networking between teams, development of Trust resources, mobilisation of resources if required between Schools.
- Manage the finance users across the Trust including workflows. Liaise with support services and the finance/budgeting software providers to take ownership of and resolve any system issues.

### **Budget**

- Assist in preparation of MLT budget. Monitor the budgets and report problems associated with overspending.
- Ensure that budget holders are following procurement policies ensuring value for money for the Trust Schools.
- Advise budget holders of the School on Trust procurement policies and processes.
- Monitor budget spend, attend Budget holder meetings, and liaise with Managers on budget concerns or queries.

### **Bank**

- Process transfers to and from schools into the MLT Reserve account.
- To maintain the banking mandate and updated list of signatories for the Trust (including all schools).
- Check the Bank Accounts weekly for MLT & TCS ensuring that all items are correctly coded.
- Ensure that MLT has adequate cash flow before processing supplier payment runs.
- Monitor Cash Flow for MLT. Process any movement of funds required between the schools where required. Work with CFOO on the strategy for long term deposits.
- Update the Cash Flow Statement for MLT and support in preparation of Cash Flow Forecast for MLT. Report any issues with projected cash flows.

### **Finance Information Management Software**

- Take overall responsibility for maintaining the Finance Information Management Software (currently PSF – IRIS) including but not limited to:
  - Following scheme of Delegation for authorisation of expenditure within the Trust
  - Maintaining the list of authorisers for all Trust Schools alongside the School Business Managers
  - Processing of MLT & TCS purchase orders
  - Applying income to relevant budget
  - Managing payment of invoices
  - Monitoring of creditors and debtors and resolving where appropriate
  - Monthly bank reconciliation of all bank accounts and producing reports as required

- Ensuring month end and year end procedures are completed. This includes closing and opening periods.
- Processing journals
- Raising Purchase and Sales Invoices on the system

### **Central Contracts File**

- Overseeing and reviewing a central log of contracts / licenses and highlighting when they need reviewing for MLT and TCS.
- Co-ordinating with Trust Schools to ensure this information is centrally logged.

### **Other Duties**

- To carry out other duties as required by the CFOO or TCS SBM as deemed appropriate to the grading of the post.

### **Promotion of school**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
  - To ensure that all Finance Office Staff are familiar with the **school vision**.
  - To promote, advocate and follow all **school policies**
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### **General**

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
  - Such duties and responsibilities may be updated from time to time to reflect any changes to MLT Finance procedures. Only significant additional duties or responsibilities as required by the CEO/CFOO will render the grade of the post liable for re-evaluation.
  - Much of the work undertaken within the Trust is of a highly confidential nature. The post holder must at all times maintain confidentiality.
  - The post holder must be aware of and understand the Trust's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies
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## Person Specification Post: Finance Manager

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent</li> <li>• Excellent level of numeracy and literacy</li> <li>• GCSE or equivalent in English and Mathematics (level 2)</li> <li>• understanding of issues facing schools</li> <li>• Evidence of recent continued professional development</li> </ul>	 ✓ ✓	✓   ✓ ✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of extensive use of financial management software</li> <li>• Proven line management experience</li> <li>• Proven experience of working in a successful team</li> <li>• Proven successful experience of managing customer-focused staff</li> <li>• Experience of working in a multicultural environment</li> <li>• Experience of working in a school/educational environment</li> <li>• Experience of working in a finance team</li> </ul>	✓  ✓ ✓ ✓	    ✓  ✓  ✓
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>• Excellent Communication skills</li> <li>• Excellent IT and desk top publishing skills including Word, Excel, Power Point and databases and proven experience of using IT developments to improve systems and processes.</li> <li>• Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities</li> <li>• Demonstrates an attention to detail</li> <li>• Experience of implementing/adapting systems and practices to streamline working processes</li> </ul>	✓ ✓   ✓  ✓ ✓	

<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Able to keep up to date with current educational developments and changes</li> <li>• Confident and at ease when meeting and communicating effectively with a diverse range of people</li> <li>• Adaptable and flexible</li> <li>• Clear commitment to the team approach; able to exchange ideas and provide support for colleagues</li> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations</li> <li>• To ensure confidentiality with all aspects of the role</li> <li>• Commitment to personal development</li> <li>• Proven effective use of initiative</li> <li>• Willingness to respond positively to support the school at busy times of the year and in the month</li> </ul>	<p style="text-align: center;">✓</p>	
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