

## **JOB DESCRIPTION**

**Job Title:** Finance Manager  
**Responsible to:** Strategic Director of Finance & Corporate Services

### **MAIN PURPOSE OF THE JOB:**

Under the direction of the Strategic Director of Finance & Corporate Services to take responsibility for the day to day operation of the finance function providing an efficient, responsive and high quality service.

### **Strategic Responsibilities**

- Oversight and management of the day-to-day (operational) financial transactional needs of the Academy including line management of the Senior Finance Officer
- Supporting the Strategic Director of Finance & Corporate Services with strategic planning, scenario planning, developing financial projections and plans for development
- Providing routine financial management reports to the Strategic Director of Finance & Corporate Services
- Supporting Budget Managers by ensuring the provision of up to date budget, forecast and financial information.
- Awareness of, and compliance to, statutory and academy policies and procedures
- Identifying key financial risks and their mitigations as part of the Academy's risk management process
- Providing support and guidance for finance and non-finance colleagues
- Ensuring that best financial practice is observed at all times

### **Operational Responsibilities:**

#### **As operational head of the finance team you will be responsible for:**

Purchase orders and purchase invoices:

- Setting up of new suppliers approved in the finance system.
- Produce purchase orders following the agreed approval system to be sent to suppliers.
- Receive and log purchase invoices from suppliers and to match and check against PO's.
- To seek the appropriate authorisation of invoices following the Academy's scheme of delegation.
- To process purchase invoices for payment within agreed payment terms.
- To deal with queries on invoices received.
- To make supplier payments by BACs or cheque.
- To produce aged creditors reports for analysis and monitoring.
- To keep the appropriate documentation under a central filing system to audit standard.

Sales orders and sales invoices:

- Setting up of new clients approved in the finance system.
- Raising sales invoices from requisition form received.
- Producing aged debtors reports and to investigate aged transactions as part of credit control procedures.

- Liaising with colleagues to ensure the timely receipt of outstanding income from external organisations.

#### Cash and Banking:

- Receipt, counting, safekeeping and banking of all monies received by the Academy.
- Monthly reconciliation of the Academy's petty cash, bank account and credit card statements.
- Processing of petty cash and staff re-imbursements.

#### Management Accounting:

- To develop and maintain systems to provide up to date, efficient and effective financial reporting on which control of delegated budgets will be managed.
- To ensure appropriate financial/ budget reports are distributed to relevant budget managers.
- To assist devolved budget holders in managing their budgets to enable them to monitor performance and forecast commitments, providing further financial analysis as necessary.
- To investigate as and when required potential inaccuracies contained within the financial information base and take steps to rectify by processing or preparing monthly journals adjustments.
- To ensure all income and expenditure relating to specific grants is reflected in the ledger and reconciles to funding statements/notified allocations and the Academy's action plans.
- To assist with month end routine close down procedures.
- To assist with internal recharges.
- To assist in the annual budget setting process.
- To input in the ongoing maintenance and development of the Academy's chart of accounts.
- To contribute to the maintenance of the fixed asset register.
- To ensure that the Academy's scheme of delegation is regularly maintained, in particular the register of authorised signatories.

#### Other Duties:

- Maintaining a system of recording staff expenses and overtime claims submitted for processing by the Academy's external payroll provider.
- Ensuring that financial regulations are adhered to.
- To assist the Strategic Director of Finance and Corporate Services in researching and collating information for value for money scrutiny exercises, financial tender evaluations or benchmarking exercises.
- To assist the Strategic Director of Finance and Corporate Services in costing exercises required for service development or specific initiatives – use of pupil premium, and subsequent monitoring and impact on the budget.
- To provide the internal and external auditors with source documents or information requested through the course of their audits.
- To oversee the Academy's insurance policies and to make relevant claims.
- Contributing to the development and maintenance of financial systems and processes.

- To maintain orderly filing systems for all financial records including purchase orders, sales invoices, purchase invoices, bank statements etc. to audit standard.
- Dealing with general finance queries.

**General duties and responsibilities:**

- To safeguard the welfare of children.
- To keep the Strategic Director of Finance & Corporate Services fully informed of all matters that they are involved in and initiatives they undertake.
- To report risk to a member of ELT
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To keep up to date with financial regulations and related policies and advise appropriate staff accordingly.
- To take an active role in own professional development in line with performance management objectives.
- Co-operate with the employer on all issues to do with health, safety and welfare.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives and the Academy's Mission Statement.

The duties above are neither exclusive or exhaustive and the post holder may be required to carry out additional duties with the context of the role, skills and grade.