

### GLF Schools Job Description

Job Title	Regional Finance Manager	Job Reference	GLFFM
Grade	Senior Specialist	Salary	£33,426 FTE
Location	Pine Ridge & Lorrain School, Camberley OR The Beacon, Banstead	Travel required	Regular visits to schools needed
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>• Preparation of monthly financial reporting, regular forecasts &amp; 3 year budgets to inform school leaders, Executive team and Trust Board</li> <li>• Management of day to day finance operations for the schools within the region</li> <li>• Development of improved and consistent financial processing to inform decision making across the Trust</li> <li>• To work as part of the regional finance team delivering an expert service to schools within the region</li> </ul>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>• Manage the delivery of timely and accurate monthly management accounts, regular forecasts and 3-year budgets, liaising with all stakeholders</li> <li>• Oversee transactional processing within the academies including purchase ledger, working with the finance and purchase ledger officers within the team</li> <li>• Oversee nominal postings and control account reconciliations, working with the finance and purchase ledger officers within the team</li> <li>• Manage the preparation and posting of month end journals eg accruals, prepayments and payroll</li> <li>• Responsible for payroll checks and forecast of staff costs, regularly updating and reconciling to actuals</li> <li>• To work closely and collaborate with the central and regional teams in the development of consistent and efficient processing systems</li> <li>• Ensure income is accurately recorded and reconciled to funding allocations, cost is controlled and working capital is effectively managed</li> <li>• Liaise with school-based colleagues as required and support school administration teams with information to facilitate communications with parents and carers</li> <li>• Work with school-based colleagues in the preparation of budgets and forecasts</li> <li>• Undertake other tasks commensurate with grade of the role, under the guidance of the Regional Finance Partner</li> <li>• To line manage a team of 2 (Finance Officer &amp; Purchase Ledger)</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>• Accountable to Senior Finance Manager</li> <li>• GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			

Safeguarding
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion