

# JOB DESCRIPTION

## Finance Manager

<b>Reporting to:</b>	Head of Finance
<b>Responsible for:</b>	2 x Finance Officer
<b>Salary:</b>	£55,385 to £60,632 per annum (TCES Salary Band 3)
<b>Location:</b>	Wimbledon, with travel to school sites in London
<b>Contract and hours:</b>	Permanent, full-time

### Job Purpose

The Finance Manager assists senior management in making critical business decisions by preparing, analysing and presenting key financial and operational data.

The Finance Manager is responsible for accounting procedures and preparing forecasts, budgets and risk analysis, management of the TCES assets, and management of the TCES Contract Register.

They work closely with Headteachers, Heads of Departments, and School Business Managers to identify risks to budget, potential cost savings and ensure cost effective contracts with suppliers so that the organisation can appropriately invest in pupils and growth as a registered social enterprise.

They contribute information and financial advice to the executive decision-making process to ensure business growth and long-term success.

They also will collaborate with the Head of Finance and third-party IT provider to ensure positive IT management.

### Main duties and responsibilities

Prepare monthly management accounts to an agreed deadline – including the preparation of monthly journals and the reconciliation of balance sheet accounts.

Prepare year end accounts and audit paperwork, liaising with auditors.

Evaluate the organisation's financial performance using key data, advising on key risks and opportunities.

Work closely with the Head of Finance and wider senior management and executive team stakeholders on the budget process – the setting, re-forecasting, and meeting of.

Hold responsibility for ensuring compliance with the organisation's accounting procedures and authorisation limits.

Prepare termly forecasts to assist business planning and decision-making.

Advise on financial and budgeting issues and suggest improvements.

Oversee the management of TCES assets.

Maintain TCES Contract Register, ensuring all contracts are presented to the Operational Board for approval.

Line Management of Finance Officers, ensuring the completion of duties - invoicing/credit and purchases – ensuring smooth running of the Finance Department.

Cover duties of team when necessary to ensure consistency.

Lead on financial resolution management with clients / suppliers where required.

Oversee the selection and implementation of new software, and support others in IT system management.

***Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.***

***The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.***

# PERSON SPECIFICATION

## **Education and qualifications**

Educated to degree level, ideally related to Finance.

Qualified / part-qualified in an accountancy accreditation, e.g. ACA, ACCA, CIMA.

## **Knowledge and experience**

Proven track record as a Finance Manager, accounting supervisor or similar position.

Experience of cross-organisational working within a complex environment with competing priorities.

Excellent knowledge of accounting and reporting.

Excellent knowledge and understanding of risk analysis, budgeting and forecasting.

Working knowledge of accounting and budgeting software (e.g. Sage 200c).

Experience of working in an educational, social care, charity or clinical setting, or within a social enterprise (D).

## **Skills and ability**

Excellent interpersonal & communication skills, both written and verbal, with the ability to develop and manage constructive and robust working relationships with staff and external providers at all levels of an organisation.

Collaborative & inclusive team player, able to lead a team with all members working on unique tasks.

Analytical thinker, solutions focussed with high levels of attention to detail.

Excellent verbal and written communication and presentation skills.

Digitally savvy – proficient IT skills, including Microsoft Excel and wider Office packages.

Strong negotiating and influencing skills with a facilitative management style, able to broker with external stakeholders to ensure effective business solutions.

Excellent time management skills and ability to make appropriate decisions based on evidence and risk assessment, and to deliver within timescales.

Ability to be self-reflective and be clear about areas for personal and organisational areas for improvement, whilst also being resilient and a self-motivator.

## **Other**

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

D = Desirable; **December 2023**