



Academies Enterprise Trust

Job Description

Job Title:	Group Finance Manager
Location:	183 Eversholt Street, London
Hours of work:	37 hours per week, 52 weeks per year
Reports to:	Deputy Director of Finance

Purpose of the Role:

The Group Finance Manager will be responsible for supporting and driving forward the company's financial accounting, management reporting, systems accounting and control activities across a group of companies and academies, to ensure they are carried out efficiently, effectively and in line with best practice and company and charity guidelines. Reporting directly to the Deputy Director of Finance, the post holder will be responsible for supporting the development, operation and management of the financial and business functions across the Trust.

Responsibilities:

Strategic

- To assist the Deputy Director of Finance in resource management, budget and performance reviews, projections, planning and monitoring of the Group.
- To support, develop and manage a high quality central finance provision and control environment.
- To provide strategic and operational financial management services which enable academies within the group to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the academies.
- To develop the financial skills of academy staff, direct reports and governors as appropriate.
- To support the Deputy Director of Finance and deputise when necessary in this fast growing organisation.

Management Reporting

- Review academy level and consolidated monthly management accounts ensuring that they provide insights and detailed analysis which supports the Deputy Director of Finance, Chief Financial Officer and Executive Board in decision-making and deliver of Group strategy;
- Manage the forecasting process for the group cash flow projections on a monthly and annual basis;
- Work with the Management Accountant to ensure the AP process runs smoothly and that any queries are dealt with accordingly;
- Ensure that monthly and year-end management reports for the Board are accurate and submitted before their respective deadlines.

Financial Reporting

- Responsible for the Financial Statements through supporting the Group Financial Reporting Accountant in the preparation of the annual accounts and the subsequent audit process through to satisfactory completion of the annual audit;
- Liaising with external audit; and
- Ensure that Group VAT returns, statutory reporting, regulatory returns required by the ESFA, is completed in an accurate and timely manner.

Systems & Controls

- Ensure that trust financial policies are up to date, fit for purpose and compliant with

- the ESFA's requirements;
- Using a financial control framework, including financial accountabilities, authority levels, reconciliation monitoring and monthly financial reporting to deliver sustainable financial control for the Group and its academies;
- Ensure there is an up to date Financial Procedures Manual which is followed and managed correctly across the School Support Services departments;
- Contribute to ensuring there are effective financial controls in place across AET, and that they are adhered to;
- Ensure accounting systems are maintained and developed to deliver timely and meaningful management information; and
- Ensure postings made by the central team to PS Financials are accurate.

Other

- Support the School Support Services Finance Team and wider finance team in the effective g Accountant at year end with ad hoc workings, reconciliations and reviews of templates submitted by academies;
- Review overall financial viability of academies and provide support and direction in staffing model affordability, expenditure levels and internal control adherence; and
- To carry out other ad hoc tasks from time to time as directed by the Deputy Director of Finance.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer or Chief Financial Officer.
4. There may be occasions when it will be necessary to cover other Finance roles within the School Support Services.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The post holder may deal with sensitive material and should maintain confidentiality in all Academy/Trust related matters.

PERSON SPECIFICATION

Job Title: Group Finance Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Degree CCAB qualified 	
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of group and operating level performance reporting Experience of producing and presenting finance reports 	<ul style="list-style-type: none"> Knowledge of SORP Knowledge of the schools sector Understanding of the broader education sector
Skills	Line management responsibilities	<ul style="list-style-type: none"> Experience of managing and developing staff 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to think and plan strategically and see the big picture Ability to effectively and proactively manage workload and plan ahead 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> High attention to detail, well-organised and methodical Pro-active and enthusiastic Flexible team player and ability use own initiative Resilient and driven, with high expectations of self and others and a commitment to improving standards Ability to work with a high level of accuracy and meet tight deadlines Financial analysis skills and ability to quickly interpret and draw valuable insights from financial (and non-financial) information, and provide simple and effective communications to inform people at all levels in an organisation Excellent written and interpersonal skills, with the ability to communicate effectively with staff at all levels Excellent numerical and financial skills Computer literacy and ability to make effective use of standard Microsoft packages, particularly Excel. 	<ul style="list-style-type: none"> N/A

Special Requirements		<ul style="list-style-type: none"> • The successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • N/A
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