**Cluster Finance Manager Job Description**

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| **1. JOB DETAILS** |  |
|  **Job Holder:**  **Job Title:** Cluster Finance Manager – Salford  | **Reports to:** Executive Business Manager**Start Date:** TBC |

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| **2. JOB PURPOSE**The Finance Manager will:* Provide high quality financial reports, clear information, advice and recommendations to the SLT and Governing Body regarding the strategic development of services, utilisation of the school’s assets and business activities to ensure the best possible learning environment for students.
* Ensure the academies make the best possible use of resources through effective planning, considering all financial and other resource implications.
* Ensure compliance with the Academies Financial Handbook.
* To be responsible for the day to day running of the finance office.
* To produce monthly forecasts and annual budgets and manage the academies accounting processes.
* To assist the Executive Business Manager where necessary.
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| **3. SPECIFIC RESPONSIBILITIES**To provide strategic guidance, leadership and management of the Academies finances, advising the Principals and Governing Bodies on all financial matters relating to the Academies. * Prepare the annual budget in conjunction with the Principals and Executive Business Manager as part of the five-year financial plan.
* Review monthly management accounts and complete forecasting to be submitted to the Management Accountants and presented to the Governing Body.
* Prepare and maintain accurate records as required for any annual audit, assist with audit and implement audit requirements.
* Maintain appropriate accounting procedures to ensure the effective operation of financial controls within the Academies and ensure the Academies meet all their financial obligations.
* Ensure that all budget holders receive up to date information on their expenditure and advise on best use of funds.
* Review and negotiate all contractual liabilities of the Academies including procurement and capital expenditure.
* Be responsible for sales and purchases, lettings and business activities
* Maximise income with appropriate bids for additional funds and grants.

**General*** Provide leadership and guidance including direct line management responsibility for the Finance team across the academies.
* Ensure effective liaison with the United Learning Finance Business Partner.
* Attend staff meetings and participate in staff training development work and staff reviews as required.
* Actively support the values and activities of the Academies.
* Responsibility for the safeguarding and welfare of students.
* Encourage and support students and colleagues and contribute to providing the best outcomes for pupils.
* Complete monthly bank and control account reconciliations including completion of month end checklists.
* Maintenance of the fixed asset register where applicable
* Production of all sales invoices such as lettings
* Support the finance assistants with the purchase ledger function
* Be the first point of contact for queries directed to the finance office
* Undertake any other tasks as reasonably required by the Executive Business Manager

**Budgeting:*** In conjunction with the United Learning budget guidance, prepare annual budgets and regular forecasts
* Ensure accurate recording of the budgets in finance systems
* Monitor departmental budgets

**Cash and Banking:** * To be responsible for recording and monitoring daily banking transactions and for recording this in an accurate and timely manner
* To handle and bank cash and cheques as required
* Responsible for cheques, petty cash and credit cards

**Payroll:*** Ensure that payroll is checked and monitored on a monthly basis
* Ensure that payroll reconciliations and variance analysis is carried out each month.
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| **4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED*** To ideally be fully qualified with a recognised accountancy body (desirable) with evidence of Continued Professional Development.
* Evidence of commercial & organisational awareness with the ability to provide effective financial advice within this context.
* Build strong and positive working relationships with all stakeholders including; Principal’s, EBM, Regional Director, Finance Business Partner, local Finance Contacts and Central Office Support.
* Highly developed communication and influencing skills, both orally and in writing to effectively support the academies.
* Excellent IT skills. It is important to have the ability to translate finance data into valuable management information which is understandable to non-finance colleagues.
* Proactive analysis, interpretation and recommendations on financial performance.
* The ability to demonstrate how to resolve conflict and handle delicate negotiations with school and other key stakeholders.
* The job covers multi sites, it is therefore key that the Cluster Finance Manager can commute to each of the academies. The Cluster Finance Manager will split their time evenly between the academies, ensuring they are present as required. It is envisaged that the Cluster Finance Manager will work complete days at each academy however there will be occasional travel between the schools required to meet the needs of the role. The postholder will manage their own time and working week in agreement with their line manager.
* To have excellent presentation skills and the ability to deliver training interventions, workshops and development opportunities for employees as required.
* Ability to think laterally and to adapt to changing situations in a measured and flexible manner in order to adapt the advice and guidance provided to suit any change in circumstance.
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| **5. COMMUNICATIONS AND WORKING RELATIONSHIPS****INTERNAL*** Principals and members of SLT – providing financial updates through face-to-face meetings and reports.
* Local finance support – Advising, directing, coaching and developing through face to face, email, telephone support.
* Wider finance team – to work alongside other cluster finance colleagues to ensure alignment and promote shared learning in a consistent and efficient manner.
* Other central teams – payroll / finance.

**EXTERNAL*** Local Authority / other stakeholders.
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| **6. JOB DESCRIPTION AGREEMENT** |
| **Job Holder's Signature** | **Date:**  |
| **Manager's Signature** | **Date:** |