GLF Schools Job Description - Senior Regional Finance Manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Senior Regional Finance Manager | **Job Reference** |  |
| **Grade** | G10 | **salary**  |  |
| **Location** | School based | **Travel required** | May be required if supporting more than one school |
| **Core purpose** |
| * Preparation of monthly financial reporting to inform school leaders, Executive team and Trust Board
* Management of day to day finance operations for the schools within the region
* Development of improved and consistent financial processing to inform decision making across the Trust
* To provide specialist support to the central finance team, for example phase, system or process specific expertise
* To work as part of the regional finance team delivering an expert service to schools within the region
 |
| Main Duties |
| * Manage the delivery of the monthly financial reports
* Oversee transactional processing within the academies including purchase ledger, working with the finance and purchase ledger officers within the team
* Oversee nominal postings and control account reconciliations, working with the finance and purchase ledger officers within the team
* Manage the preparation and posting of month end journals eg accruals, prepayments and payroll
* To work closely and collaborate with the central and regional teams in the development of consistent and efficient processing systems
* Ensure income is accurately recorded and reconciled to funding allocations, cost is controlled and working capital is effectively managed
* To support the Regional Finance Partner to drive forward change and initiatives which promote regularity, propriety, value for money and best standards
* To support the Regional Finance Partner to ensure that all schools’ budgets are prepared and monitored accurately and according to central guidelines, meeting with Heads to review management accounts as required
* To line manage members of the finance team as directed by the Regional Finance Partner
* Liaise with school-based colleagues as required and support school administration teams with information to facilitate communications with parents and carers
* Undertake other tasks commensurate with grade of the role, under the guidance of the Regional Finance Partner
 |
| Accountability  |
| * Accountable to Regional Finance Partner
* 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.
 |
| **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 |