

**Ref: SLT11b**

## **School Finance Manager – Job Description**

<b>Job Title:</b>	Finance Manager
<b>Reports to:</b>	Principal
<b>Salary:</b>	Starting salary dependent on qualifications and experience.
<b>Hours:</b>	Full-time all year round, 37 hours per week

### **Job purpose:**

Trinity Academy London is looking for an outstanding and experienced Finance Manager to provide leadership for the finance functions of a growing secondary academy set in the heart of Brixton – Trinity Academy London.

Trinity Academy London is a 11 to 19 single academy trust delivering a traditional and academic education to young people in south London. It is a new school which has grown from a handful of students in 2014 to over-subscribed admissions.

Under current trust architecture, the Academy's Finance Manager is also *ex officio* the CFO of a SAT. We have been considering becoming/joining a MAT since the summer of 2018. It is likely that our plans will come to fruition at some time in 2020 or 2021. In that eventuality, the CFO role might be adapted.

The role will initially focus on ensuring that Trinity Academy London meets all the obligations of the Academies Financial Handbook including preparation of monthly management accounts for the Trustees and ESFA while at the same time overseeing the transition from single academy status to member of a multi academy trust. During this period the postholder will be the designated chief financial officer for the purposes of the Academies Financial Handbook.

### **Person Specification:**

As Finance Manager you will line manage a small finance team. You will be a member of the senior leadership team and as such you will contribute to the strategic planning, monitoring, evaluation and development of the Academy. Working closely with the Principal you will be responsible for the financial management of the school to ensure the Academy operates according to best value and best practice standards.

We are looking for someone with financial management experience in school settings (school management qualifications essential) with an accounting qualification (or part qualification ideally). Working with a range of stakeholders is key to success. This is a full-time (37 hours pw) full-year position based within the school. Hours can be flexible as long as in line with the requirements of the Academy (this can be discussed on application).

## **Main duties and responsibilities:**

### **Finance Manager (with 1 full-time Finance Assistant)**

- Responsibility for maintenance and development of appropriate financial procedures and systems in conformity with the Academies Financial Handbook.
- Maintenance of accurate and timely accounting records (SAGE) sufficient to comply with the requirements of internal and external reporting purposes.
- Monthly reconciliation and clearance of all key control accounts including bank reconciliations and preparation of VAT returns.
- Monthly review of all balance sheet accounts incl. aged Debtors and Creditors.
- Responsibility for the financial administration of non-curricular activities including trips.
- Responsibility for the financial administration of lettings and other third-party income.
- To maximise opportunities available to the Academy to generate income from its facilities and resources, notably the sports hall.
- To lead in the preparation of all financial returns for the ESFA, Companies House, Charities Commission and other agencies within statutory deadlines.
- Secure government funds to which the Academy is entitled.
- Management and review of bank accounts and maintenance of bank mandates as required.
- Preparation of the Annual Budget and three-year forecast.
- Monthly monitoring and management of revenue and expenditure accounts against budget.
- Production of monthly management accounts for internal control and monitoring purposes by Trustees and ESFA.
- Preparation of published Annual Accounts in collaboration with external accountants.
- Liaison with auditors and management of the annual audit process.
- Responsibility for all expenditure processes and the purchase ordering system.
- Responsibility for the control and operation of payment processes, including credit cards, in accordance with the agreed Scheme of Delegation
- Ensuring appropriate insurance arrangements are in place together with the financial administration of any claims arising.

### **Contracts Administrator** - Responsibility for maintenance and regular update of:

- Register of Business Interests of Staff and Trustees
- Contracts and Fixed Asset Registers
- To lead or assist in the tender of major service contracts.
- To manage and advise on all contractual matters with external entities.
- To oversee and manage the review and appropriate renewal of contracts, ensuring timely and appropriate tendering processes are undertaken.

### **Payroll Administrator**

- Oversight of monthly payroll data preparation and interaction with outsourced payroll provider.

- Responsibility for the timely and accurate production of staff payrolls and all dealings with the Inland Revenue, Teachers' Pensions, the local LGPS administrator and all other related bodies
- Responsibility for the timely submission and accuracy of relevant returns and reports
- Responsibility for the timely implementation of regulatory and pension policy change

The Principal may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations.

## Business Manager – Person Specification

### A. Qualifications

	Essential	Desirable
Accountancy or school business manager qualification e.g. accountancy; CIPD	X	
Recognised management /business degree or equivalent professional qualification		X
Right to work in the UK	X	

### B. Experience, Skills & Competencies

	Essential	Desirable
Experience of managing strategic financial plans	X	
Experience of managing budgets, financial reporting, procurement and fixed assets	X	
Experience of working at senior management level	X	
Experience of working in an educational establishment	X	
Experience of developing and implementing policies and procedures		X
Excellent communication and presentation skills	X	
Ability to deliver value for money initiatives	X	
Ability to use a range of ICT packages preferably SAGE	X	
Excellent organisational and time-management skills	X	
Experience of leading and working as a member of teams	X	
Proven project-management skills		X
Ability to motivate and enthuse others	X	
Excellent interpersonal, negotiation and mediation skills	X	
Able to form effective working relationships with key stakeholders and colleagues at all levels.	X	

### C. Knowledge & Understanding

	Essential	Desirable
Knowledge and understanding of a variety of financial-management systems, processes and procedures	X	
An understanding of procurement, contracts and traded services in organisations	X	
Knowledge and understanding of Academies Financial Handbook and guidance in relation to schools	X	
An understanding of school management issues and the role of the Board of Trustees	X	
An understanding of the importance of safeguarding and promoting pupil well being	X	
To understand and be able to apply the principles of effective teamwork	X	
An understanding of the importance of CPD for all staff	X	
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	

### D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach	X	
Excellent record of attendance and punctuality	X	