

## **JOB DESCRIPTION**

**Scale:**

**Hours:** 37 hours per week

**Weeks:** Full Time

**Responsible to:** Trust Accountant, Director of Finance; Academy Principal(s)

**Responsible for:** Finance Officer and other team members

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### ***Purpose of the job***

- To ensure all finance teams comply with all internal and external financial regulations
- To ensure timely completion and submission of month end reports for designated cost centres
- Manage the budget build process for cost centres using specialist web-based software (Orovia)
- Development of common financial systems across the trust
- Supporting Trust Accountant and Director of Finance in providing a high-quality service
- Line Management, training and development of finance staff
- Ensuring academy leaders or other key business leaders have the financial information necessary to ensure best value in meeting the objects of the trust
- Producing detailed financial analysis of options to enable the trust leaders and governance make the right decisions

### ***Main responsibilities***

- The post holder will have a shared responsibility for the safeguarding of all children and young people.
- The post holder also has an implicit duty to promote the welfare of all children and young people

The following task relate to the academies or cost centres for which they are “responsible”

1. Line management of Finance Officers.
2. Preparation of academy or business unit budgets
3. Preparation of month end accounts, year end accounts and re-forecasts including accounts for income generating activities e.g. gym, adult education, lettings etc.
4. Meet with leaders on a regular basis to support budget tracking and planning processes
5. Ensure all actions from Internal / External Audit reports have been implemented
6. Closedown each set of accounts following review of month end reports from the finance teams
7. Month end checks for all school accounts – including Creditors, Debtors, Nominal ledger, cash Book, Cash flow forecasts, Petty Cash, VAT, Control Accounts
8. Monitor aged debt report and ensure that old debts are being chased
9. Payroll checking / raise journals / track spending to forecasts

10. Payroll month end reports – completion of month end data sheets and year end records
11. Produce quarterly reports in collaboration with relevant leaders
12. Authorisation of Suppliers payments run
13. Set up adhoc payments via online banking system
14. Maintain Fixed Asset register and monitor capital expenditure for their schools.
15. Ensure as a system administrator that changes are made to the base data on PSF e.g. new supplier/change of bank details
16. Ensure compliance with trust accounting policies and procedures and that these are communicated effectively in the school for which they are responsible
17. Monitor cash flow in each centre and raise awareness if spending needs to be controlled to remain within cash limits
18. Submission of applications for funding including rates from the Education Skills and Funding Agency
19. Submission of applications for funding including rates and insurance top ups from the Education Funding Agency
20. Compile VAT return for CMAT

### ***Operational arrangements***

1. The normal working week will be 37 hours.
2. The post will be primarily based at North Cambridge Academy and Bar Hill Primary but there will be the need for some travel between the trust academies.
3. The hours of work are normally between 9:00 and 17:00 Monday to Friday, however the postholder is expected to work flexibly and attendance at Trust Finance meetings when required in the evenings is part of this role.
4. To work at any of the trust academies there may also be a requirement to work at academies that the trust provides finance support functions for – travel costs will be reimbursed at current mileage rates