



Regional Finance Manager

Reports To: Weston Favell Academy Principal with professional responsibility to the Finance Director

Why	<p>Job Summary The Regional Finance Manager has overall responsibility for managing the day to day finances and accounting systems for a number of academies, and for setting up and maintaining sound local financial procedures and controls.</p>
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> • day to day management of Academy financial and accounting issues; • management of each Academy’s financial position, in conjunction with the Academy Principals and other senior leaders and budget holders, at a strategic and operational level within the framework for financial control determined by the Trust; • implementing and ensuring compliance with Trust Accounting Policies, Procedures and Financial Regulations; • providing a finance support service for a number of Trust academies in the Northampton area; • maintaining of effective systems of internal control, including the development and maintenance of local financial procedures that supplement and are consistent with the Financial Regulations and other Trust requirements; • taking a lead role in liaising with the Central Finance Team, Principals and other senior officers for the planning, setting and apportionment of the Academy’s annual budget and subsequent revisions to it, as well as any longer term financial plans; • ensuring the correct operation of the accounting system, including adhering to required month-end and year-end close down routines and timetables; • ensuring complete and accurate financial records are maintained in the required form; • ensuring key control and suspense accounts are reconciled each month and that any reconciling items are promptly cleared; • ensuring that month-end and year-end journals are properly completed and authorised; • preparing monthly financial reports, information and statistics that fairly reflect each Academy’s financial position, including its actual income, expenditure and financial commitments against budget, providing explanations for variances and projected year-end outturns; • preparing monthly management accounts and reports for budget holders; • supporting the Central Finance Team and the Trust’s External Auditor with the provision of financial information and reports to enable the preparation and audit of the annual financial accounts and statements within statutory deadlines; • preparing all financial returns, in conjunction with the GAT Central Finance Team, within statutory deadlines; • ensuring that monthly bank account reconciliations are properly completed and recorded; • monitoring the Academy’s cash flow and maintaining appropriate cash management arrangements to ensure that there is sufficient working capital to cover required expenditure; • ensuring that the monthly payroll BACS reconciliation, checking and authorisation processes are undertaken and evidenced in accordance with Trust procedures and payroll bureau processing deadlines; • ensuring that local purchasing by the Academy is effectively controlled and obtains value for money in line with these Financial Regulations; • maintaining an Academy Register of Interests, and ensuring periodic declarations of business interests are completed by all senior Academy staff and budget holders, including ‘nil’ returns; • ensuring that VAT is correctly coded and accounted for, in accordance with Trust and HMRC requirements, and that Trust VAT reporting deadlines and other requirements are met; • co-signing requisitions, soliciting competitive quotations, awarding contracts, authorising purchase orders, certifying invoices for payment, signing cheques, authorising non-pay BACS payments, authorising petty cash claims and signing DfE / ESFA or other grant claims and returns in line with the limitations set in the Scheme of Delegation; • ensuring that all income due to the Academy is identified, recorded, invoiced and / or collected as appropriate, receipted and banked promptly and intact;

	<ul style="list-style-type: none"> • checking inventories and maintaining the Academy Fixed Asset Register; • maintaining the Academy Gifts & Hospitality Register • line managing a team of finance staff to achieve the above objectives, including; <ul style="list-style-type: none"> • assigning tasks to team members, • supporting and developing staff to assist in the performance of their role, • providing feedback and performance appraisals in line with Trust HR requirements. • Any other duties deemed necessary for the role 	
How	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Creates an environment which consistently applies the Trust's ethos
		Have presence around the academy and act as a lead professional in supporting all aspects of wider academy life, upholding the principles and ethos at all times
		Creates an environment which promotes the principles of safeguarding and fosters an environment in which pupils thrive. Meeting their responsibilities in all aspects of safeguarding and ensuring all team members do likewise
		Chairs Health & Safety meetings ensures appropriate action is taken
		Instigate opportunities to collaborate with colleagues across the academy and the Trust
		Lead, innovate and share best practice resulting from such collaboration
		Sets clear objectives and standards linked to the Academy priorities and values
		Ensures deployment of appropriate resources
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Act as a lead professional in coaching and mentoring colleagues across the academy/Trust
		Consistent outstanding practice in leadership and management ensures outstanding leadership, management and professional contribution across the academy and beyond.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has strategic leadership experience and applies principles to provide the vision for teams
		Ensures clear career and development opportunities are provided across the organisation
		Fosters a worthwhile and rewarding environment
		Achieves goals by driving and implementing new projects, processes, policies, procedures and management of resources
		A participative, consultative and inspirational leader who creates a common consistent internal and external vision
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals.</i>	Interprets objectives and sets long term tasks (6+ months, up to 5 year plans)
		Develops proposals and ensures resources are available to achieve the plan and stated goal
		Prioritises objectives
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Develops effective communication channels across cultures, geographies, functions and / or external parties
Has impact and gets engagement through communication		
Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Establishes external, joint decision making teams	
	Makes decisions that have a significant impact based upon information from internal and external sources	
	Critically evaluates proposals or recommendations; challenges assumptions	
	Deals with complex problems where there is more than one correct answer influencing others	

		Makes decisions under pressure that have an impact upon a large number of staff / stakeholders	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust. Line Management of a small team of finance staff.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel between sites and to other academies as necessary.
	Education, Qualifications and Experience (EQE)	The successful applicant must be AAT qualified, or equivalent, or qualified by experience and be educated to at least GCSE standard in English and mathematics. With a good understanding of financial systems and controls they must have the appropriate management skills and have experience of working within an accounting and finance function including budget planning and monitoring Experience within the Education Sector is desirable.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.