



## **Job Description: Finance Manager**

**Job Title:** Cluster Finance Manager

**Reporting to:** Executive Business Manager

**Pay Scale:** Band 4

### **Role Summary**

As the Cluster Finance Manager for the Cambridge Cluster (Cambridge Academy of Science and Technology, Coleridge Community College, The Galfrid Primary School, Parkside Community College and Trumpington Community College) the post-holder will be an integral part of the cluster team assisting with the strategic leadership of the cluster and providing extensive day to day support to school based staff on finance and resources matters.

In particular, the post holder will:

- work with the Executive Business Manager to implement systems and procedures to ensure compliance with United Learning policies
- manage the Finance Team to achieve timely and accurate processing
- liaise with school staff on matters relating to finance and resources, providing support and control as required
- work closely with United Learning Head Office staff, mainly Finance Business Partner and Management Accountant
- create good working relationships with external stakeholders

### **Responsibilities**

- Work with the Executive Business Manager in providing high quality strategic financial planning to ensure that all schools make the best possible use of its resources and can provide the best outcome for students
- Prepare accurate financial returns to United Learning Head Office within the required time scales
- To support the Local Governing Bodies (LGB), providing reports and information for decision making when required; occasionally attend LGB meeting wither in person or via Teams

### **Key Tasks and Activities**

- Produce and monitor the annual budgets in conjunction with the individual schools, Adult Learn and Train and Shared Services Managers for the cluster
- Work with the Principals to produce each schools' annual modelling of curriculum, staff structure and distribution for submission to central finance
- Carry out the monthly payroll analysis and reconciliation for cluster schools to ensure accurate forecasting of salary costs
- Provide prudent oversight and management of the school finances
- To ensure the effective implementation and operation of financial controls within each school and ensure these adhere to United Learning policies
- Ensure compliance with United Learning purchasing procedures, approving or rejecting purchase order requests in line with school budgets

- Ensure best value in the acquisition of all services and resources through effective procurement
- To review and report on monthly management accounts and assist the Management Accountant with any month end accruals and prepayments, including balancing recharge and project accounts
- Oversee finance communication with cluster schools and ensure departmental budget holders receive regular budget update reports
- Provide supportive and effective line management of the cluster Finance Team
- To manage the day-to-day income and expenditure transactions on the schools' accounts, through Access Dimensions and FocalPoint and ensure accurate reconciliation with the school bank accounts
- Complete the month end and end of year procedures in line with United Learning required submissions
- Finance transactions and VAT return for City of Cambridge Education Foundation, a charity that supports the cluster
- To be responsible for the safe keeping of each schools' financial records and to ensure that Retention Guidelines are adhered to
- Work with Human Resources to review monthly payroll and approve before submission
- Alongside functional responsible colleagues, monitor and review of contracts to ensure quality and best value
- Work with the Executive Business Manager to ensure compliance with tender policies and processes when securing contracts
- Advise the Principals on financial strategy that supports the educational aims and ethos of the cluster and the Trust
- Review all finance policies for each school, including involvement in the annual reviews of the Business Continuity Plan, Risk Register and Audit Self Certification

#### Special Conditions of Service

- The job covers multi sites, it is therefore key that the Cluster Finance Manager can work in a standalone capacity, with excellent organisational and time management skills. Travel between the schools is required to meet the needs of the role
- The postholder may be required to work outside of normal school hours on occasions, with due notice, for example attendance at LGB meetings

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.