



Finance Manager

Grade G

37 Hours & 52 Weeks

Job Description

Responsible to: Director of Corporate Services

Job Purpose:

To support the Director of Corporate Services (DCS) with the financial and management accounting, budget setting, forecasting and financial planning for each school within the Trust and external customers as required. To liaise with the administration staff of the individual schools and manage the day to day operation and the allocation of duties across the finance team.

Main duties and responsibilities

Accountabilities

- Timely and accurate preparation of monthly management accounts for each school on a full accruals basis.
- Analysis and interpretation of monthly management reporting including variance analysis.
- Support with ensuring expenditure is kept in line with budget and financial procedures are adhered to.
- Oversee all aspects of cash management including bank reconciliations, payment runs and cash forecasting
- Make recommendations to the DCS for means of additional income generation or cost cutting opportunities.
- Preparation and submission of statutory returns, including VAT and PAYE.
- Assist with preparation of DfE financial returns.
- Assist with preparation and statutory audit of annual financial statements.
- Support the DCS with strategic financial modelling and business planning.
- Oversee the checking of the salary reports for accuracy, posting and variance analysis.

- Oversee the management of pension schemes and associated services.
- Preparation of monthly balance sheet control account reconciliations.
- Management of accounting systems and process improvement.
- Preparation and review of process documentation ensuring it is complete, up to date and fit for purpose
- Liaise closely with operational staff at each school to support operations and resolve issues.
- Carryout regular visits to each site to undertake budgeting, forecasting and controls reviews.
- Undertake other duties as directed and commensurate with the grading of the role.

Management

- To set high standards in providing financial services across the Trust.
- To line manage the finance team, including performance management and development.
- To meet with team members on a regular basis to support their role to ensure the needs of the Trust are met.

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation