

Trust Finance Manager

This is a new role that is key to the further development of our Trust finance operation. You will contribute to the development, implementation and embedding of Trust wide finance systems, procedures and operating standards. Working closely with the Trust central team and our academy finance staff, opportunities for collaborative/partnership working are plentiful. We pride ourselves on offering a supportive working environment and staff development is very important to us.

Working hours: 37 hours, 52 weeks per year

Reporting to: Chief Operating Officer

Responsible for: Finance Administrator

Primary Purpose of Role:

- To lead, support and develop a small but expanding finance function and provide advice and guidance on financial matters to senior managers across the Trust.
- To provide advice and guidance to deliver improvements to processes and systems to ensure they are fit for purpose, compliant and improve efficiency.
- To ensure timely, accurate and insightful management reporting and financial controls that are accurate and compliant.
- You will be responsible for working with the wider team to promote the vision, values and aims of the Trust to ensure that a child-centred, safe and stimulating environment is provided, meeting the needs of every individual within the Trust.

Main Duties:

- Ownership and accountability for the accounting system PS Financials ensuring the system is secure, regularly audited and staff are adequately trained
- Preparing and providing commentary on monthly management accounts including income & expenditure, balance sheet and cash flow forecast
- Maintain the general ledger ensuring income and expenditure is complete, accruals and prepayments accounted for, control accounts reconciled monthly and the balance sheet substantiated
- Support school and Trust finance teams with finance administration tasks including but not limited to purchase order processing, invoice coding, handling cash & cheque receipts, cashless payment systems and payroll administration
- Oversee and support accounts payable, ensuring supplier invoices are authorised and processed accurately, suppliers are paid in line with agreed payment terms and invoice queries are followed up promptly
- Maintain supplier contract register and provide input to negotiations on new contracts or renewal of existing contracts, ensuring that terms are competitive

- Oversee and support accounts receivable ensuring invoices are raised for goods or services provided, overdue accounts are being chased and all receipts have been allocated correctly.
- Oversee and support cashbook maintenance, ensuring all receipts and payments are processed and reconciled to the bank accounts daily and direct debit and standing order mandates are controlled
- Oversee petty cash imprest system ensuring petty cash floats are reconciled and secure
- Oversee credit card process ensuring expenditure is approved, receipted and reconciled to monthly statements and all cards are kept secure
- Oversee the monthly payroll process ensuring accurate returns are provided to the external payroll bureau in accordance with submission deadlines, payroll reports are checked and authorised and payroll journals prepared and imported to the accounting system
- Maintain fixed asset register ensuring additions, disposals and depreciation are accounted for accurately and in accordance with the Trust fixed asset policy
- Prepare and reconcile the VAT return on a quarterly basis and ensure VAT is accounted for correctly on all inputs and outputs
- Monitor finance systems and processes to ensure they continue to be 'fit for purpose' and maintain documented finance procedures and policies and ensure these are in line with the principles set out in the Academy Finance Handbook.
- Support the senior management team with the preparation and presentation of strategic plans, annual budgets and forecasts and control of variances
- Provide input to the preparation of the year-end financial statements and other statutory returns and support the Trust's external auditors as required

Other Specific Duties:

- To play a full part in the life of the Trust, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote an environment that enables all students to realise their potential.
- To actively promote and comply with the NET's corporate policies and especially Child Protection, Safeguarding and Health and Safety.
- To participate in Performance Management and continue professional development as agreed.
- To be courteous and respectful to all members of the NET community.
- To undertake other tasks commensurate with the role as required to support the Trust.
- Maintain confidentiality at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this is a new role and is likely to develop over time.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.

PERSON SPECIFICATION

Knowledge, Experience and Training:

Required:

- Good general level of education including Maths and English GCSE/O Level standard or equivalent
- Relevant accountancy qualification; at least AAT Level 3 and working towards or willing to undertake Level 4
- Significant and proven experience of managing finances in a similar organisation
- Experience of preparing and interpreting financial reports and accounting information and identifying actions required as a result
- Extensive working knowledge of financial software systems especially PS Financials
- Excellent ICT skills including good working knowledge of Microsoft Office and Excel
- Excellent communication skills; both orally and in writing
- Excellent attention to detail
- High-level interpersonal skills; able to communicate with a wider audience and respond positively to ALL members of the academy.
- Evidence of regular and relevant continuing professional development (CPD)
- Experience of managing a small team
- Good time management skills, ability to prioritise workload and meet deadlines
- Ability to act on own initiative and work unsupervised
- Strong interpersonal skills, able to negotiate, influence and manage others
- Analytical and problem-solving attributes
- Strong team player; able to lead and collaborate with others
- A willingness and ability to travel to schools across the Trust as required

Signed:

Date: