

Finance Manager Job Description

Job Title: Finance Manager

Directly Reporting to: Business Manager

Indirectly Reporting to: Principals

Responsible for: Finance Assistant

Overall Job Purpose:

As the Finance Manager for the Academy, the post-holder will be an integral part of the school assisting with the strategic leadership of finance and providing extensive day to day support to Academy-based staff on finance and resources matters.

In particular, the post holder will:

- Work with the Executive/ Business Manager in providing high quality strategic financial planning to ensure that all Academy make the best possible use of its resources and can provide the best outcome for pupils
- Work with Academy-based staff on matters relating to finance and resources
- Work with the Executive/Business Manager to implement systems and procedures, to ensure compliance with United Learning policies
- To ensure returns to Head Office are completed accurately and in a timely manner

Key responsibilities:

General

- To work closely with the Executive/Business Manager, headteachers and United Learning Head Office staff and other external parties
- Develop effective relationships with key stakeholders including Principals/Executive Headteachers and other Academy-based staff
- To support the Local Governing Body, providing reports and information for decision making when required
- Prepare financial returns to United Learning within the required time scales

Finance

- Assist the Executive/Business Manager in providing strategic guidance, leadership and management of the finances
- Work on developing, setting and monitoring the annual budgets in conjunction with the individual Academy
- Under the direction of Business Manager, advise the Principal on financial strategy that supports the educational aims and ethos of the
- To ensure the effective implementation and operation of financial controls within the Academy, and ensure these adhere to United Learning policies
- To review and report on monthly management accounts and assist the management accounts with any month end accruals and prepayments, to include balancing recharge accounts

- Complete the month end and end of year procedures and the preparation of accruals submissions to the management accountant
- To be responsible for the safe keeping of each Academy's financial records and to ensure that Retention Guidelines are adhered to
- Review all finance policies for each Academy and the annual reviews of the Business Continuity Plan, Risk Register and Audit Self Certification
- Support the Academy to maximise funding, grant and sponsorship opportunities
- Management of Academy's day-to-day finance function, including all other external financial links and the operational management of the schools' purchase ledger systems and processes
- 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
- Oversee finance communication with schools and ensure departmental budget holders receive regular budget update reports
- Oversee the monthly payroll analysis of the school to ensure accurate projections of salary costs
- Line management of the Finance Assistant

Procurement

- Ensure best value in the acquisition of all services and resources through effective procurement
- Monitor and review of contracts to ensure quality and best value
- Ensure compliance with tender policies and processes when securing contracts

Other

- To support the Academy by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the Academy and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Finance Manager Person Specification

	Essential	Desirable	Method of Assessment*
EDUCATION/QUALIFICATIONS			
Educated to degree level or equivalent.		✓	
Business/Finance management qualification or other relevant qualification for the role or equivalent experience.	✓		
A record of Continuing Professional Development activities.	✓		
KNOWLEDGE AND EXPERIENCE			
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓		
Experience delivering on multiple projects.	✓		
Experience of schools' education finance and other aspects of education administration.	✓		
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓		
Experience working with a range of internal and external stakeholders.	✓		
Knowledge and experience of managing procurement, contracts for services etc.	✓		
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	✓		
SKILLS, BEHAVIOUR AND QUALITIES			
A vision that is aligned with United Learning's high aspirations and high expectations of self and others.	✓		
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓		
An effective management style that encourages participation, innovation and develops colleagues' confidence.	✓		
Strong interpersonal, written and oral communication skills.	✓		
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓		
Confidence and self-motivation.	✓		
The ability to work well under pressure and manage conflicting demands.	✓		
Flexibility and willingness to be adaptable.	✓		
Able and willing to train for and carry out first aid	✓		
Able and willing to carry out lunch duties	✓		