
Job Description for Trust Finance Manager

Responsible to: Trust Director of Finance

Responsible for: Trust Finance Staff (Secondary Hub)

This post may require deployment to other sites within the Trust, primarily those for which this role has oversight and Trust Headquarters.

OVERALL PURPOSE OF THE POST

- To support the strategic and operational financial management of the Trust's secondary schools.
- To work closely with school leaders, providing expert financial advice and analysis to drive effective decision-making and ensure robust financial control within a secondary school environment.

MAIN DUTIES

- Lead on the preparation of annual budgets, forecasts and financial plans in collaboration with school leadership.
- Provide financial analysis and insight to support school improvement priorities and resource allocation.
- Monitor and report on financial performance, identifying variances and recommending corrective actions.
- Prepare accurate management accounts and regular financial reports for senior leaders and stakeholders.
- Ensure compliance with all relevant financial policies, procedures and regulations.
- Support the development and implementation of Trust financial systems, processes and controls.
- Collaborate with budget holders and provide training to non-finance staff as required.
- Lead on secondary school's month/year end processes and support the annual external audit.
- Liaise with external stakeholders including auditors and local authorities as required.
- Assist with the preparation of bids, grant applications and financial returns.
- Champion value for money and promote a culture of financial awareness across the schools.
- Provide advice and guidance on procurement and ensure the Trust obtains value for money and complies with tendering procedures.
- Ensure orders are processed in a timely manner, checking for completeness, checking quotations and authorising orders.
- Lead on financial processing for secondary schools including income management, cashbook processing, account and balance sheet reconciliations and cashflow forecasting.
- Ensure timely and accurate processing of supplier payments, maintaining positive supplier relationships.
- Review and authorise secondary payroll ensuring accuracy and confidentiality.
- Line management of secondary school finance staff, providing both technical and motivational leadership.
- Co-ordinate, prioritise and assist with the work of the central Trust Finance Team, managing the demands and deadlines across the Trust.
- To undertake other duties and responsibilities commensurate with the grade of post as required and directed by the Director of Finance.

Although this is a school focused role, the postholder will be required to support trust-level initiatives as directed, contributing to wider strategic priorities and collaborative working across the trust.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Trust Finance Manager

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of team management in a financial environment, including direction and co-ordination of staff and resources. • Preparation of management and year-end accounts according to regulations. • Experience in using computerised accounting systems. • Experiences of ordering and invoicing procedures. 	<ul style="list-style-type: none"> • Experience of school/college/academy financial systems. • System implementation/ project implementation experience. • Formulating and maintaining financial procedures, and associated documentation. • Familiar with requirements of Academy Trust Handbook and other Department for Education regulations.
Education and Training	<ul style="list-style-type: none"> • Good standard of Maths (minimum GCSE Grade C or equivalent). • AAT qualified to Accounting Technician Level. • Excellent Microsoft Excel and Work Skills. 	<ul style="list-style-type: none"> • An enhanced/ further relevant professional financial qualification e.g. MAAT or CIMA. • Evidence of continuous professional development.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Customer service/care approach to work. • Attention to detail/accuracy. • Excellent problem-solving skills. • Demonstrable interpersonal skills • Ability to handle change in support of the senior team's objectives and the three-year strategy. • Excellent double-entry book-keeping knowledge. 	<ul style="list-style-type: none"> • Experience and knowledge of Sage Intacct finance system. • Experience and knowledge of IMP Budgeting and Forecasting system
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability and experience of working to deadlines. • Ability to communicate with staff and students at all levels. • Ability to effectively direct a team and also to work using your own initiative. • Willingness to work flexibly and adjust hours accordingly to the needs of the Trust. • Excellent personal and organisational skills. • Demonstrable evidence of openness to innovation and ideas. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm and commitment for the post. • Evidence of ability to adapt well to changing circumstances. • Excellent interpersonal skills. • An interest in working in the education sector. • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to continuous professional development and willingness to learn from experience and practice in this College and others. 	

	<ul style="list-style-type: none">• Commitment to equal opportunities and safeguarding.• Commitment to process continuous improvement.	
--	---	--