



Job Description

Job Title	Trust Finance Manager
Grade	2020 Scale 8 Points 25-28 (£28,785-£31,371)
Reports to	Chief Financial Officer
Liaison with	Chief Executive Officer, Trust Senior Finance Leads, Trust Operations Manager, Headteachers, Trustees
Job Purpose	To provide effective and efficient administrative financial support across all schools in the Trust. Responsible to the Chief Financial Officer, the Trust Leadership Team and the Trust Board for the efficient conduct of the Trusts administrative affairs and to ensure the smooth running of the Trust.
Duties	<ul style="list-style-type: none"> • To implement the Trust systems of financial control and supervise them once in place. • To undertake monthly bank reconciliation processes for all schools within the Trust and to report the outcome to the CFO for action or authorisation/confirmation • To undertake the monthly payroll reconciliation processes for all schools within the Trust and to report the outcome to the CFO for authorisation. • To undertake monthly credit card reconciliation processes for all schools within the Trust and to report the outcome to the CFO for action or authorisation/confirmation. • Management and preparation of Trading accounts for all self-generated income activities • Monitoring of debtor and creditor control across the Trust. • To support the Operations Manager and Senior Finance Leads in respect of changes to personnel and pay records as appropriate • To oversee the raising of orders and ensure correct destination for delivery. • To oversee the processing of invoices for all schools within the Trust, checking of supplier details and statements. • To check the system for unauthorised orders and unauthorised invoices and ensure all payments are made. • Processing inter-account transfers • To ensure expenditure is within local budget constraints and is properly authorised. • Preparation and processing of bacs payments. • To be responsible for processing funding income, delegated and adhoc for all schools within the Trust. • Liaise with relevant authorities to ensure all funding due to the academies is received. • Undertake complex financial administration procedures.

	<ul style="list-style-type: none"> • Operate relevant equipment/complex ICT packages • To allocate and monitor the work of the other Finance staff. • Support, advise and train Finance Staff • Provide additional finance support in the event of Finance Staff • To be responsible for the timely collection of all debts due to the Trust and the Trust Schools. • To ensure the Trust reclaims VAT on all eligible expenditure and records VAT on all relevant income • To complete monthly VAT returns and claims. • Assist the CFO and Senior Finance Leads with budget preparation • Assist with the preparation of all documentation required for the Trust Annual Audit • To carry out other related duties to meet the needs of the Trust.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Financial Officer to carry out appropriate duties within the context of the job, skills and grade

FINANCE OFFICER 'B'
PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and budgeting Educated to NVQ level 3 or equivalent Experience of supervision of staff
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in word processing and a wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the individual school's behaviour management policy, as required
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and pupils where appropriate
	Team work	Ability to make an distinctive contribution to the work of a team both as a member and manager
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality

	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve