

## Trust Finance Manager Job Description



<b>Hours:</b>	37 hours per week, five days per week with flexibility for hybrid working. Part-time working arrangements may also be considered.
<b>Salary Range:</b>	£38,626 - £42,708 per annum (FTE) Essex Schools Support Scale 9
<b>Responsible to:</b>	Deputy Chief Operating Officer (DCOO)
<b>Liaison with:</b>	SEEAT Executive Team, SEEAT Headteachers, Finance staff, External Agencies
<b>Location:</b>	The Deanes, but travel to SEEAT schools should be expected.

### **Job Purpose:**

To work closely with the DCOO to assist the Executive Team and Trustees with the strategic planning aspects, including all financial implications, in accordance with the financial regulations and ensuring that the trust schools make the best possible use of resources available. The postholder will assist the Headteachers of designated schools in budget reviews, projections, budget planning, setting, and monitoring as well as overseeing and operating the day-to-day financial arrangements.

### **Key duties and responsibilities:**

- Ensure that schools meet the necessary standards for financial management and audit as defined by local and Academy Handbook regulations.
- To support the staff in school in undertaking financial management tasks by providing quality support in the areas of financial administration, financial reporting and resource allocation
- To provide strategic and operational financial management services which enable the schools within the Trust to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the school
- To develop the financial skills of school staff as appropriate.

### Budget

- In consultation with the DCOO, to help with the preparation of the annual budget and forward budget plan for approval by the Trust Board.
- For designated schools, to monitor the actual budget against expenditure and give notice to the Head, DCOO and COO of any significant variations.
- To provide monthly budget details to budget holders, throughout the year.

- To assist in the preparation of reports for the termly Finance Committee meeting.

#### Main Accountabilities (Designated Schools)

- To support the preparation of the annual budget in consultation with the Headteacher to include investigation of all relevant factors including ICFP metrics, inflation, salary increases, staffing changes and any other factors that may have an implication for schools' budgets
- To produce and advise on the interpretation of financial reports, monitoring actual spend against budget, ongoing review and in-depth monitoring of the budget against actual spend
- To produce advice and guidance to schools to assist them in determining appropriate financial strategies to support overall school development plans
- To assist with forward planning and budget forecast, developing the use of appropriate financial tools
- To develop and implement financial systems and procedures including those for quality assurance and to ensure the efficient and effective use of resources
- To ensure that all funding due to the school is received
- To calculate staffing costs, including investigations into contract details
- To assist with the monitoring and completion of annual and other financial returns
- To review the current contracting arrangements for service provision and to regularly monitor the provision of contracted services, liaising with HR where necessary
- To co-ordinate purchase requirements of schools and negotiate favourable discounts with suppliers obtaining "best value"
- To advise on financial procedures, such as lettings/ordering/payments /petty cash/bank reconciliations/VAT/mileage claims and assist with the pre-audit check
- To support with the completion of monthly payroll reconciliation
- To advise on the preparation and on-going review of schools' inventory
- To provide additional support to schools in the event of staff absence to ensure the effective operation of financial and personnel procedures
- To maintain effective and accurate financial records for the Trust

#### General

- To actively promote the school and Trust's policies
- To be courteous and provide a welcoming environment
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles, and responsibilities as may be reasonably assigned to them by their line manager, Chief Executive Officer, or Trust Board

This job description will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

**November 2024**

## Trust Finance Manager Person Specification



Diverse teams really are the best teams. We have a diverse pupil community and positively welcome and encourage applicants from all walks of life. We know that candidates (especially women, research tells us) may be put off applying for a job unless they can tick every box. That's why we haven't included any 'essential' criteria in the person specification – so do not feel you have to tick off every item in the list below.

### Qualifications & Experience

- Relevant qualification, for example, ACCA, AAT, SBM Diploma, or equivalent experience
- Minimum of GCSE Grade C/4 in English and Maths or equivalent qualification
- Demonstrate relevant experience in financial management and budgeting, ideally within a school or an academy trust.
- Experience of supervision of staff

### Skills, Abilities, and Professional Attributes

- Working knowledge of school financial policies and procedures
- Ability to undertake financial/budgetary calculations
- Competency in word processing and a wide range of financial and administrative IT packages
- Excellent written and verbal communication skills
- Ability to complete returns, write letters and detailed reports
- Ability to exchange complex verbal information clearly and sensitively
- Ability to negotiate effectively to achieve best outcomes
- Understand and implement the Academy Trust's behaviour management policy, as required
- Establish effective relationships with those working in and with the school
- Ability to establish rapport and respectful and trusting relationships with staff and pupils where appropriate
- Ability to make a distinctive contribution to the work of Academy Trust
- Contribute to the development and implementation of effective systems to share and safeguard information
- Excellent organisational skills
- Ability to remain calm under pressure
- Ability to plan and manage own time effectively and support the work of others
- Ability to resolve complex problems independently
- Flexibility and adaptability in working arrangements to meet the needs of the Academy Trust