



Job Title	Trust Finance Lead
Reports to	Chief Financial & Operating Officer (CFOO)
Liaison with	Senior Leadership Team, Teaching Staff & Support Staff
Job Purpose	<p>The role of the Trust Finance Lead is to support the monitoring and control of Trust spend, supporting the CFOO to successfully manage the budgets and incoming resources, whilst delivering the highest standards of customer service to the schools in the Trust and other stakeholders.</p> <p>The post holder is responsible for day-to-day finance transactions including banking, management accounts review and reconciliation, debtor management and reporting and the administration and development of the finance system</p>
Main Duties & Responsibilities	<p>The overall responsibility of the Trust Finance Lead is to provide a stable, flexible and resilient service to support leadership deliver value for money from the different income streams received by the Trust. With this overall aim in mind, the following responsibilities will contribute to this success:</p> <ul style="list-style-type: none">• To assist with timely and effective first-line support to all academies and staff within the Trust.• To be fully aware of the Trust financial procedures and policies.• To maintain accurate and complete records of all income and expenditure within the Trust, producing month end analysis, account reconciliations and correction journals as required.• Assist the CFOO in providing help and advice to budget holders on budget management.• Maintain correct posting, monitoring and reporting of banking transactions and monthly reconciliation of bank accounts and management of banking relationships.• Timely submission of monthly VAT 126 returns and ongoing monitoring of income streams for purposes of determining VAT liability.• Administration and development of the finance system, providing ongoing support and training to Trust and school staff.• Support the CFOO in the management of self-generated income in respect of invoicing, debtor management and reporting.• Development and Management of the contract register to ensure that upcoming contract renewals are notified to relevant parties to enable efficient procurement practice across the Trust.• Assist the CFOO with tendering processes where appropriate.• Management of the month end close timetable across the Finance team.• Assist in the preparation of Monthly management accounts and supporting reports including the development of departmental and other reporting to enable a greater understanding of financial matters



	<p>by academic leaders, senior management and trustees.</p> <ul style="list-style-type: none">• Monthly cash flow reporting and analysis.• Support the CFOO in preparation for regular internal scrutiny and annual audit.• To attend all schools to provide support on a termly basis and participate in supporting of school-based events• Responsible for the professional development, appraisal and training of all finance staff - setting targets and reviewing achievement through staff performance management• Support the CFOO with ad hoc tasks and projects as deemed appropriate.
General	<ul style="list-style-type: none">• 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 Board of Trustees 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 CFOO to carry out appropriate duties within the context of the job, skills and grade.