

## JOB DESCRIPTION

<b>Job Title</b>	<b>Trust Finance Manager incorporating Business Manager at Frances Bardsley Academy for Girls</b>
<b>Grade</b>	LP07 51 - 57
<b>Reports to</b>	Head of Operations
<b>Liaison with</b>	CEO, Trust Executives, Headteacher, Teaching and Support Staff
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• The Trust are looking to recruit an experience Business Manager who will bring enthusiasm and drive to continue the development of the Trust finance operations through the next exciting stage of our growth.</li> <li>• Working with the Head of Operations the post holder will need to have an all-round accounting background, which includes experience to produce monthly management reports and annual budgets. The post holder will be well versed in the requirements of the Academies Financial Handbook and ensure compliance with the Trust's financial procedures, including the purchasing of services, and that each Academy complies fully with their statutory and regulatory obligations from the Department of Education (DfE) and Education, Skills Funding Agency (ESFA), including the compilation of all statutory returns.</li> <li>• The overall purpose of this post is to provide professional financial and management accounting support services for the Multi Academy Trust, and Frances Bardsley.</li> <li>• You will be accountable for ensuring the provision of the consolidated financial reporting to enable the Trust to achieve its aims and objectives through the effective and efficient management of its financial resources.</li> <li>• This will include promoting best practice and ensuring compliance with the financial processes and procedures set out in the policies of the Multi Academy Trust and Academies Financial Handbook.</li> </ul>
	<p><b>The Trust Finance Manager will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>• Management accounts Preparation and Reporting</li> <li>• Financial management procedures compliance</li> <li>• Budget preparation and On-going Forecasting</li> <li>• Financial reporting</li> <li>• Year end and Internal Audit Preparation</li> <li>• Other areas of work commensurate with the purpose of the post</li> <li>• Site Management including Project Management and compliance</li> </ul> <p>The Trust Finance Manager will promote a culture of continuous improvement within all Finance processes and transactions, to promote shared learning and good practice across Trust schools. This may include providing bespoke training to Trust admin and teaching staff.</p>

<p><b>Principal Accountabilities</b></p>	<p><b>Payroll</b></p> <p>The Trust Finance Manager will support and provide cover for the Finance Officer and:</p> <ul style="list-style-type: none"> <li>• Ensure that the payroll service is working accurately and ensure compliance with all relevant legislation.</li> <li>• Ensure reports and returns are completed as requested on payroll payments made, including PAYE, expense payments, National Insurance, pensions and any other relevant payments</li> <li>• Ensure all government returns are submitted accurately and on time</li> <li>• Ensure monthly payroll is processed accurately and on time</li> <li>• In conjunction with the Finance Officer, deal with all personnel matters relating to salary and HM Revenue and Customs queries.</li> <li>• Liaise with Human Resources on all personnel matters relating to payroll.</li> </ul> <p><b>Buying/Ordering/Contract Management</b></p> <p>The Trust Finance Manager will:</p> <ul style="list-style-type: none"> <li>• Keep up to date policies concerning the buying and ordering of all MAT and the individual schools supplies and services ensuring that all regulations are complied with and that value for money is obtained.</li> <li>• Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required</li> </ul> <p><b>Site Management</b></p> <ul style="list-style-type: none"> <li>• With the Site Manager, ensure the Trust contract management system is accurate and up to date</li> <li>• Support the Site Manager with contract tenders in line with government guidelines for public bodies.</li> <li>• Oversight of the Smart Log System, providing challenge to the Site Manager on compliance</li> <li>• Work with the Site Manager on projects providing support to ensure KPI's are met</li> <li>• Oversight of the Cleaning operation within the school</li> </ul> <p><b>Asset Control</b></p> <p>The Trust Finance Manager will, assisted by the Finance Officer, Head of IT and the Site Manager:</p> <ul style="list-style-type: none"> <li>• Ensure accurate records are kept of all MAT and individual schools' assets</li> <li>• Ensure that appropriate policies and procedures for the procurement, depreciation and disposal of all MAT and individual schools' assets are in place and kept up to date.</li> <li>• Prepare, monitor and keep up to date a detailed planned preventative maintenance programme and capital asset renewal programme including IT assets</li> </ul>
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	<p><b>Insurance Arrangements</b></p> <p>The Trust Finance Manager will support the Head of Operations to:</p> <ul style="list-style-type: none"> <li>• Ensure correct insurance cover as required</li> <li>• Liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications</li> <li>• Advise the Head of Operations and Trust Executive on insurance requirements and produce reports and information as required.</li> </ul> <p><b>Business Planning</b></p> <p>The Trust Finance Manager will:</p> <ul style="list-style-type: none"> <li>• Liaise with funding agencies to ensure the MAT and its schools receive all the funding due</li> <li>• Manage special projects as required, particularly those concerned with income generation and to write bids for funding as required</li> <li>• Identify potential funding opportunities, agencies, government initiatives etc and ensure income generation from both diverse and obvious sources.</li> <li>• Work with the Trust Executive and school senior leadership teams to maximize income generation and financial growth.</li> </ul> <p><b>External Relationships</b></p> <p>The Trust Finance Manager will:</p> <ul style="list-style-type: none"> <li>• Attend meetings identified by the Head of Operations</li> <li>• Liaise with all external services and providers in regard to financial processes.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To undertake any training commensurate with the post.</li> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.</p>

**PERSON SPECIFICATION  
TRUST FINANCE MANAGER**

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Education and Qualifications</b>		
1. Qualified accountant (ICAEW, ACCA, CIPFA, ICAS, CIMA or Chartered Accountants Ireland) or equivalent	D	
2. Degree or equivalent	D	
3. Experience of managing large and complex budgets	E	
4. Experience of producing and presenting complex management accounts	E	
5. Evidence of significant and relevant Continuing Professional Development (CPD)	D	
6. Successful experience of working in a school or Academy financial management role and managing school budgets	E	
<b>Key Skills and Abilities</b>		
1. Ability to prioritise, plan and organize with meticulous attention to detail	E	
2. Ability to manage time effectively to meet deadlines and work under pressure	E	
3. Ability to take responsibility and work on own initiative	E	
4. Ability to procure contract services, evaluate performance and negotiate solutions with suppliers	E	
5. Excellent ICT skills with the capacity to learn to use new systems and software	E	
6. Excellent communication skills, both oral and written, including presentational skills	E	
7. Ability to form good working relationships both within the MAT and with external bodies and suppliers	E	
8. Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels	E	
9. Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	E	
10. Ability to process payroll and tax calculations	E	
11. Knowledge of education and/or the charity sector	E	
12. Proven line management experience	E	
13. Good knowledge and understanding of financial and operational management	E	

14. Managing systems to ensure that high quality financial and non-financial information is available to stakeholders	E	
15. Good working knowledge of MS Windows and Office Suite including MS Excel at an advanced level	D	
16. Excellent financial management and financial planning skills	E	
17. Ability to introduce and maintain effective and robust financial systems	E	
<b>Attributes</b>		
1. Reliable, respectful, responsible and conscientious approach	E	
2. Flexibility to deal with the diverse needs of the post including some travel across the Trust	E	
3. Establish and maintain appropriate professional relationships	E	
4. Able to maintain integrity and confidentiality at all times	E	
5. High level of initiative and ability to work independently or as part of a team with a range of staff	E	
6. Sense of humour and equable temperament	E	
7. Able to remain calm and composed under pressure and work to deadlines	E	
8. Commitment to and understanding of equal opportunities and safeguarding	E	
9. Strategic and analytical thinking	E	
10. Organizational wide holistic approach	E	

LIFE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Enhanced DBS disclosures is required for this post.