



POST: Finance Manager

RESPONSIBLE TO: Headteacher

SALARY: Grade 9, SCP 28 - 33 (£34,723 - £39,493) per annum

LOCATION: The Wilnecote School

WORKING PATTERN: Full time - 37hrs per week, whole year

DISCLOSURE LEVEL: Enhanced DBS and Childrens Barred List Check

Key Relationships:

- Executive SLT - Headteacher, Deputy Headteachers, HR Officer and Operations and Facilities Manager
- Senior Leadership Team
- Senior Support Staff Team - Operations and Facilities Manager , Heads PA/HR Officer, Office Manager, Senior Site Officer, Exams/Cover Manager, Data Manager, Student Welfare Officer, Marketing and Communications Manager.
- Community Academies Trust - Business Support Team.
- Community Academies Trust - Central Finance Team.
- Finance Assistant

Responsible For:

Reporting directly to the Headteacher, this post will provide financial management of the school's strategic and business resources to support the school in its primary function of teaching and learning. To assist the Headteacher to deliver the accountabilities set out in the Trust Scheme of Delegation and to achieve the financial objectives identified in the Academy Development Plan.

Management and oversight of the school's operation of the Trust financial systems and processes. The post holder will champion excellent management of financial resources, ensure effective budget delegation and hold budget holders to account for effective management promoting efficiency, high performance, probity and excellent value for money services. The post holder will play a crucial role in the delivery of effective education in school by driving efficiency and productivity improvements and the optimisation of income opportunities.

The post holder will ensure the Headteacher and senior leaders are provided with high quality information and direction on financial policies, standards and practices, enabling timely and well-informed strategic decisions to be made in the knowledge of the impact of those decisions will have financially on the School.

Main Purpose:

- Assist the Headteacher with the efficient financial management of school contributing to annual budget forecasting and setting over the academic year, financial monitoring and financial cycles by leading on financial activities in school,



collating information and reporting to the school senior leaders and central services in accordance with trust policy.

- Prepare annual estimates/ forecasts and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the senior leadership in school and trust central team with care and accuracy and within expected deadlines.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school.
- Operation and regular reconciliation of bank accounts, maintenance of an assets register and preparation of invoice.
- Collection of fees and other dues, and recovery of bad debts in line with trust policy.
- Support with the annual financial auditing and provided information requested from the central finance team in line with schedules provided.
- Ensure the security and confidentiality of highly sensitive financial data.
- Line management and development of the finance team including implementing the trust growing great people policy for the finance team.
- Maintain effective relationships across the trust including attending school and trust business and finance manager's meetings where required.
- Share best practice with other schools in the trust, attending trust wide events.

Leadership and Strategy

- Implement a thorough knowledge of financial practises as well as trust policy and procedure with a general oversight of national financial legislation for the sector.
- Provide strategic expertise and guidance for the resource and service function, constantly reviewing with department leads budget lines identifying efficiency.
- Provide operational leadership within the school via direct line management and by influence, for support services such as finance and co-ordinate between the following departments to ensure tight and clear sighted management of all budgets - human resources, IT network, facilities, catering, and health and safety.
- Provide strategic financial information for the Headteacher linked to clear objectives in the schools' development plan (particularly accounting for the spending of ring-fenced funding such as Pupil Premium, Sport Premium, Catch-up Funding etc).
- Attend senior leadership team and governors' meetings if required.
- Maintain an up-to date understanding of relevant educational issues, policies and legislation; and incorporate the implications into the operation of your role.

Financial Management & Control

- Advise the Headteacher, SLT and trust central team of areas of concern identified from budget and monitoring processes escalating concerns where required in line with trust policy.
- Ensure compliance with the trust scheme of delegation for finance seeking appropriate approvals as and when required.
- Ensure the payroll reconciliation is carried out in a timely manner and rectify any errors seeking support from the trust central team if required.
- Ensure the correct VAT treatment for school income is compliant and implemented accurately and consistently.



- Ensuring the data in the trust accounting system is input accurately and in a timely manner.

Income Generation

- Support grant applications and diversification opportunities. Ensure any grants are properly recorded and where required information provided to funders.
- Work with the Operations and Facilities Manager to manage and grow any letting of the school premises to external organisations, maximising profit for the school - after taking all costs into account - within school policies.
- Explore and develop viability of opportunities for generating profitable income and increasing community engagement including support with bid writing where needed.

Procurement

- Ensure that purchases requiring a procurement process are identified and follow the Trust's procurement policies and legal guidelines.
- Provide insight into obtaining value for money when procurement exercises are being carried out.
- Ensure contracts are recorded on the contracts register and copies of contracts are received and filed appropriately.

Support for the trust

- Collaborate with other school business and finance managers and the trust financial team in developing financial strategies.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Ensure compliance with responsibilities as laid out in the Academy's Equal Opportunity Policy

Other

- Undertake such other duties as reasonably correspond to the general character of the post
- Support school events, as appropriate

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line



Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

These are our values. They can be thought of as our ‘non-negotiables’ - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.



	Essential	Desirable
Qualifications	AAT intermediate, NVQ 4 Business and Administration or equivalent qualification.	Undergraduate qualification in Finance and accounting.
Experience, Skills and knowledge	<p>Several years experience working in an office environment at a senior level.</p> <p>Effective use of ICT, financial software packages and other specialist equipment.</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Organise, lead and motivate other staff.</p> <p>Plan and develop systems.</p> <p>Relate well to children and to adults.</p> <p>Methodical with attention to detail.</p> <p>Communication skills with the ability to exchange information in a clear and concise written format as well as orally.</p> <p>Organisation and prioritising skills with ability to work to deadlines.</p> <p>Analytical and problem solving skills.</p> <p>Attention to detail with accuracy and precision.</p>	<p>Experience of working in a financial role in a school.</p>



Personal Qualities	<p>Friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</p> <p>Open, honest and an active listener.</p> <p>Takes responsibility and accountability.</p> <p>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</p> <p>Committed to the provision and improvement of quality service provision.</p> <p>Adaptable to change/embraces and welcomes change.</p> <p>Acts with pace and urgency, enthusiastic and decisive.</p> <p>Committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities.</p>	
Other	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	