

<b>Job title:</b>	AtC Finance Manager
<b>Reports to (job title):</b>	Chief Financial Officer
<b>Responsible for:</b>	Trust Finance Officers
<b>Working with</b>	AtC HR Support Officer (Payroll) and Schools' Operations Managers
<b>Hours of work:</b>	37 hours per week, all year round
<b>Grade:</b>	NJC SCP 29 - 33 (£38,626- £42,708)
<b>Location:</b>	Based at the Trust office with travel to school sites as required

#### **Main Purpose / Responsibility**

- To make a full contribution to the core ethos and aims of academies within AtC.
- To provide a range of financial management support to schools within the Trust
- To ensure the Trust has effective financial management of their delegated budgets to achieve the best outcomes for pupils.
- To oversee/support payroll and pensions administration as necessary, ensuring statutory compliance.
- To deputise in the absence of the CFO

#### **Main Duties**

**Financial Information Management** - Have strong financial and information management systems with effective oversight, for example ensuring data compliance and having policies and processes in place to minimise risk of fraud, data breaches and financial mismanagement.

- Developing and maintaining financial and other systems to ensure the quality and accuracy of financial information
- Ensure all financial transactions are made in compliance with the Academy Trust Handbook and Financial Regulations
- Ensure that month end tasks are completed in accordance with the published timetable
- Production and circulation of monthly management accounts.
- Process and approve regular supplier BACS payment runs in accordance with Trust policies and procedures
- Carry out regular reconciliations (eg. bank, balance sheet, payroll) and following up on corrective action ensuring journal are entered into the correct cost centres/ledger codes in the Trust accounting system
- Complete and submit the monthly VAT return, ensuring accurate VAT accounting and reporting.
- Support in the production of the annual budget and review and update as necessary.
- Support in the production of financial returns for ESFA.
- Provide support to budget holders with regular updates of matters relating to their budget.
- Assist in the preparation for the annual audit and to support in the delivery of the internal audit function.

**Culture** - Recognise the importance of effective and efficient use of resources for the benefit of all schools in the Trust and the wider education system.

- Lead the central Finance and Payroll functions, ensuring accuracy, compliance and a high level of customer service.
- Oversee the work of the Finance Officers in accordance with Trust policies and procedures and provide support and advice where required.
- Act as system administrator for all finance software packages.
- To deliver finance training to staff across the Trust
- Enhance the effective operation of finance across the Trust and seek continuous improvement in line with the academy trust handbook
- Liaise as required with school and external colleagues on relation to school financial matters
- Responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
- Work as part of a team and support the role of others at all times contributing to the overall work and ethos of the Trust.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties

**Financial Strategy** - Use financial data and intelligence to support a stable, accurate and sustainable long-term financial strategy for the Trust. Have a clear approach to delivering value for money through effective budgeting and risk management.

- Conduct monthly meetings with Headteachers and Operations Managers with regard to the short, medium and long term financial status of the schools as directed by the Trust CFO.
- Develop, complete and submit appropriate financial plans/returns as required for submission to and approval by trustees and DfE/ESFA and as directed by the Trust CFO.
- Under the direction of CFO, support and liaise with internal/external audit process to evidence financial compliance within AtC

**Resource allocation** - Demonstrate and support the efficient and effective use of resources, for example through school and Trust resource management benchmarking tools and Curriculum Led Financial Planning

- Support the CFO in the preparation and implementation of Curriculum Led Financial Planning
- Support in the production of benchmarking reports (from a range of useful sources) for stakeholders as appropriate.

**Capital strategy** - Maintain and invest in the trust's capital infrastructure, including buildings, digital infrastructure and technology.

- Under the direction of the Trust CFO, work with Trust teams (for example AtC Estate Manager and Director of Digital Learning) in support of the trust's capital infrastructure, including buildings, digital infrastructure, and technology strategies.

**Reserves** - Supporting the operation of a well-planned reserves policy that provides sufficient contingency for cashflow and any unplanned, urgent expenditure and aligns resources to expenditure priorities across all its schools.

- Support the Trust CFO to ensure sufficient contingency of Trust cashflow.
- Ensure that any unplanned, urgent expenditure and aligns resources to expenditure priorities across all its schools.
- Supporting the Trust CFO to manage the Trust Treasury and investment portfolio.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**




AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the Trust. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

<b>Person Specification for the post of: Estates Manager</b>	Essential/ Desirable	Method
<b>Qualifications</b>		
Accounting qualification relevant to the role or proven financial reporting and accounting work experience to support the level of skills, knowledge and understanding required to fulfil the requirements of the role	E	AF Docs
Excellent literacy and numeracy to support delivery in the role	E	AF Docs
A good working knowledge of finance, spreadsheets, and word processing and other relevant ICT software packages	E	AF/IV
Evidence of further professional development and training	D	AF/IV
<b>Experience</b>		
Experience in a similar role in financial accounting services	E	AF/IV
Experience of using finance, accounting and budgeting systems	E	AF/IV
Experience of financial management and processes	E	AF/IV
Previous experience managing and supporting a team including performance management	E	AF/IV
Experience of developing a high-quality finance service	E	AF/IV
Experience of report writing and presenting to a variety of audiences	E	AF/IV
Minimum of five years experience in an accounting and financial role with supervisory responsibilities	D	AF/IV
Experience of working in an Educational environment	D	AF/IV
Experience in financial reporting and complex accounting principles	D	AF/IV
<b>Knowledge and Skills</b>		
Attention to detail and quality of work	E	AF/IV
A high degree of interpersonal skills to ensure effective communication at all levels	E	AF/IV
Ability and confidence to support and mentor colleagues	E	AF/IV
Ability to effectively use monitoring and reporting systems to ensure statutory and organisational reports are delivered and actioned	E	AF/IV
Extensive knowledge of effective delivery of business services	D	AF/IV

Ability to effectively contribute to the review and development of organisational policy	E	AF/IV
Understands and uses organisation systems to report on compliance and performance issues	D	AF/IV
<b>Personal competencies and Qualities</b>		
Excellent verbal and written communication skills	E	IV/RF
High levels of discretion, confidentiality, and awareness of Data Protection	E	IV/RF
Ability to work with flexibility on own initiative and as part of a team	E	IV/RF
Leads by example and acts as a role model for professional behaviour and good practice	E	IV/RF
Commercial acumen and ability to adopt a Trustwide approach to solutions	D	IV/RF
Identify, implement and encourage process improvement	D	IV/RF
Commitment to professional development and desire to grow in the role.	E	IV/RF

<b>Demonstration of AtC values of Achieve, Belong, Collaborate</b>		
<b>Achieve:</b> ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate	E	AF/IV/RF
<b>Belong:</b> ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand how the effective use of resources supports the achievement of strong outcomes.	E	AF/IV/RF
<b>Collaborate:</b> ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.	E	AF/IV/RF

 <b>Achieve</b> Ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.	 <b>Belonging</b> Individual schools united through common purpose and shared values.	 <b>Collaboration</b> Sharing good practice, supporting schools, providing opportunities for children, staff and our communities.
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