**Job Description / Personal Specification**

**Job Role: Finance Manager**

**Contract Hours: 1.0 FTE**

**Salary: TCAT Pay range 10 (£34,866-£41,011)**

**Depending on skills, experience and qualifications.**

**Further salary progression is possible to TCAT Pay Range 11 £47,199 as the individual and role develops.**

The Canterbury Academy Trust are recruiting for an experienced, efficient and committed individual to become our Finance Manager.

**Role purpose:**

* Your role as Finance Manager is to support the Director of Finance by leading the operational day to day elements involved with running an effective school finance team. This will involve leading and developing a team of 5 finance staff whilst maintaining high standards of support to the wider school community.

**Main duties and responsibilities:**

**Finance:**

* Responsible for maintenance of accurate and timely accounting records sufficient to comply with internal and external reporting purposes.
* Oversee all day-to-day accounting activities including payroll.
* Oversee and check all accounting records are processed within the month-end timetable via PSF & SAGE accounting.
* Oversight and responsibility for monthly reconciliation of key control accounts including all bank reconciliations.
* Responsible for monthly review of Aged Debtors and Creditors and follow up outstanding balances as required.
* Monitor and maintain a rolling 2-year cash flow forecast for all Trust bank accounts.
* To have ownership of the academy’s Financial Procedures Manual ensuring it complies with the Academies Trust Handbook, meets the needs of the academy and provides appropriate levels of financial control.
* To support the Director of Finance and budget holders with the annual budget setting process.
* To support the Director of Finance in the data gathering of financial data to enable timely completion of all ESFA and statutory returns.
* To undertake termly finance staff appraisal and review meetings.

**Procurement:**

* Responsibility for all expenditure processes and the purchase ordering system.
* Review of purchase orders to ensure purchasing procedures followed and goods are being ordered within agreed budgets.
* Responsibility for the control and operation of payment processes , including the importing of weekly supplier BACS payments.
* Oversight of the whole school contracts schedule and supporting the Finance Projects Manager to achieve value for money and cost saving efficiencies.
* Regular meetings with designated budget holders.

**Payroll & Pensions:**

* Overseeing the timely and accurate completion of the staff monthly payroll working with the external payroll provider as well as Inland Revenue, Teachers’ Pension and Local Government Pension departments.
* Overseeing the financial administration of new starters , leavers along with monthly payroll contract changes.
* Checking of maternity & paternity requests and schedule information.
* Oversight and maintenance of accurate monthly staffing records.

**Person Specification**:

The successful candidate is likely to possess many of the following personal characteristics, experience , skills and knowledge.

**Qualifications:**

* Experience of working in an office environment at a senior level with extensive financial knowledge.
* AAT level 3 or 4 or Certificate of School Business Management or significant experience and knowledge of procedures and regulations relevant to leading the finance function of an Academy.

**Knowledge & Skills:**

* Working experience of PS Financials or equivalent.
* Working experience of SAGE accounting and payroll.
* Knowledge and experience of payroll for a staffing of above 250.
* Excellent numeracy and literacy skills with an ability to analyse and interpret financial data.
* Competent and effective user of IT, including Excel and Word and the ability to learn to use IT software relatively quickly.
* Attention to detail and an analytical mind.
* Knowledge of budget setting and monitoring.

**Other Personal Qualities:**

* Abilities to lead, to inspire, to work as part of a team, to work independently and to think laterally and creatively.
* Excellent interpersonal & communication skills.
* Ability to communicate effectively with staff and external bodies at all levels.