

JOB DESCRIPTION

Post:	Finance Manager
Location:	Trust Central Office, Twydall Primary School, Kent, ME8 6JS
Contract Term:	Permanent
Working Pattern:	37 hours per week, all year round
Responsible to:	CFO
Salary Range:	Medway NJC Scale P01 (Range 27 to 37)
Disclosure Level:	Enhanced

Job Purpose including main duties and responsibilities:

The post holder will undertake responsibilities as a member of Trust central team, providing a key link between the Chief Financial Officer and the finance team. Their role is to run the centralised finance function of the Trust on an operational level and assist the CFO and Executive Team on a strategic level.

Key Tasks

- Support the CFO in their duties and deputise on occasion.
- Ensure financial regularity and compliance across the Trust to the Academy Trust Handbook (ATH), Trust policies, company and charity law.
- Financial leadership and support on accounting/costing matters to the wider finance team and staff across the Trust.
- Be responsible for audits and management accounts. Support with budgets, monitoring and forecasting.

Financial Management/Controls

- Preparation of the accounts in accordance with current financial best practice guidance, with all processes adhering to internal policies and the current ATH.
- Reconciliations of the bank, payroll, control accounts and balance sheet.
- Development and full utilisation of the financial software, ensuring this is reflected in current processes and policies.
- Completion of cash flow forecasting.
- Maintenance of fixed asset register, ensuring capitalisation and depreciation is accounted for.
- Continuous development of internal financial controls.
- Lead on year-end processes.
- Lead contact for external and internal audit, ensuring action plans are developed and implemented to improve the financial practices.

Operational Compliance

- Completion of monthly budget monitoring and provision of an overview of the key areas.
- Completion of the monthly management accounts, with accuracy and an understanding of the underlying narrative. Inform CFO and act where necessary.
- Updates to the working budget to reflect the current position.
- Work with Estates and IT leads to develop, implement and monitor rolling 5-year plans.
- Work with school senior leaders to provide financial support for delegated budgets.
- Assist with Integrated Curriculum Financial Planning.
- Assist with budget setting.
- Completion of monthly payroll reconciliations. Producing exception reports for review.

Management

- Deputise for the CFO in their absence.
- Line manage the finance team, including their workload, PAD reviews and leave requests.
- Provide training to the finance team and the wider Trust community.

General Support Function

- Support in the process of obtaining bids and grants, including the post-bid reporting process.
- Monitor ringfenced funds and report on these as required.
- Preparation of statutory returns.
- Ensure the smooth functioning of the purchase and sales ledger, ensuring postings are accurate.
- Lead on financial queries.
- Completion and monitoring of VAT and associated returns.
- Assist with the creation of reports and financial guidance documents.
- Complete any other duties as requested by the senior management team.

At RMET all staff are expected to model the behaviours of a professional at all times.

Name: (Printed)			
Signed:		Date:	
Line Manager:		Date:	

* It is required that annual leave requests consider the financial year end and deputise for the CFO.

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Educated to at least A Level standard. • A commitment to undertake high level CPD. • Experience in leading teams • Experience of presenting at meetings. • Experience of managing and maintaining accurate financial systems. • Experience in financial processes. • Excellent IT Skills. 	<ul style="list-style-type: none"> • A formal accountancy qualification or working towards one. • Experience of PS Financials. • Knowledge of Charity, Company or Education legislation.
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information and work to a high degree of accuracy. • Ability to manage and deal with confidential data / issues appropriately. • Ability to provide and seek relevant advice to problem solve effectively. • Ability to proficiently use office computer software including finance, word-processing, spreadsheet, database and internet systems. 	<ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment requirements in schools. • Knowledge of Education legislation. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act.

Personal Attributes	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none"> • Personal Integrity. • The ability to maintain confidentiality. • The ability to remain impartial. • A flexible approach to working hours. • Good interpersonal skills • Ability to show initiative and prioritise one's own work when under pressure. • Able to follow direction and work in collaboration with line manager senior leaders. • Able to work flexibly to support others and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the Trust's ethos, aims and its whole community. 	
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