

## Job Profile

Role:	Finance Manager
Reporting to:	Management Accountant
Location:	Multiple

### Job Purpose

To develop and manage a comprehensive financial service to the Principals of the academies, which are part of LAT. This should be achieved within the framework of LAT Financial policies and procedures. To manage those staff with finance related responsibilities on a daily basis and conduct performance management reviews and target setting. To provide support to the Central Trust Finance Team.

### Key Responsibilities:

- To ensure that monthly management accounts for the academies are produced and monitor performance against budget on at least a monthly basis, investigating variances and reporting them to the Principals and Management Accountant and taking or recommending action as appropriate.
- To ensure that purchases (including contracts) are made in accordance with the academies' requirements and Trust procedures, and in accordance with the Scheme of Delegation.
- Approve all salary payments (via the payroll bureau) on a monthly basis in conjunction with the Principals
- To approve all cheque and BACS payments, ensuring that items fall within budget and are properly coded and authorised.
- To prepare a financial appraisal for projects as required.
- To ensure that all purchases are made on the terms that are the most advantageous to the academies.
- Prepare, implement and reconcile all financial transactions relating to the academies' income and expenditure, to ensure compliance with legal requirements and LAT financial regulations.
- Analyse expenditure, advise and report regularly to the Management Accountant
- Take an active role in seeking additional funding streams
- In collaboration with the management accountant prepare and provide reports for the Principals and Subject Leaders to assign budgets to departments for the forthcoming year, process, monitor and evaluate allocated budgets to avoid excess spending
- Complete year/end returns on behalf of the Chief Financial Officer ensuring all relevant documentation is completed within the set timescale
- Manage other funding streams, e.g. Pupil Premium funding, Music Grants etc
- Reconcile payroll with supply, overtime and travel expenses. Monitor payroll data as necessary to ensure accuracy of data.
- Maintain staff salaries, contract information and monthly pay adjustments
- Oversee and manage bank reconciliation procedure on a weekly basis
- Ensure management accounts are updated on a monthly basis to ensure inclusion of accruals, prepayments, deferrals
- Ensure reconciliation of main items of income and expenditure at a regular basis, as agreed with the management accountant (GAG, Pupil premium, salaries etc)

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

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- Demonstrable experience in management accounting, financial planning, and analysis, preferably in the education sector or similar organisations.
- Strong understanding of financial regulations, guidelines, and principles applicable to the education sector.
- Advanced proficiency in Microsoft Excel and experience with accounting software and financial management systems.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and manage multiple priorities.
- Strong analytical and problem-solving skills, with attention to detail and accuracy.
- Commitment to the Trust's values and mission, with a passion for education and public service.