



**Weald of Kent**  
Grammar School



## **Finance Manager**

Job Description



<b>Employment Status:</b>	Permanent
<b>Full Time/Part Time:</b>	Full-time
<b>Grade:</b>	Kent Range 10
<b>Salary:</b>	£36,866 - £43,011 per annum
<b>Hours:</b>	37 hours per week
<b>Term-Time/All Year Round:</b>	All year round
<b>Start Date:</b>	As soon as possible
<b>Closing Date:</b>	Wednesday 24 April, 9am*
<b>Interview Date:</b>	Wednesday 1 May 2024
<b>Reporting to:</b>	CFO/Headteacher
<b>Location:</b>	Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

# About the Post

We are seeking to appoint a suitably qualified, experienced and motivated individual to take up the post of Finance Manager. This role will support the CFO, Headteacher and Budget Holders in all aspects of financial processes.

The successful candidate will have a positive and flexible approach while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

This role provides the opportunity to be part of our expanding, progressive and forward-thinking school, and to be part of a friendly, supportive and talented staff team, committed to providing an excellent education for every child.

## Job Description

The Finance Manager is responsible to the CFO/Headteacher for ensuring the Trust complies with the appropriate legislation and reporting requirements in all financial areas. In summary the post holder is responsible for:

- Ensuring the Trust meets its obligations for producing accurate monthly management accounts (as per the Academy Trust Handbook)
- Ensuring timely and accurate year end accounts are prepared by the auditors and ensuring a smooth and clean audit process.
- To implement, monitor and adapt internal controls to reduce the risk of fraud or non-compliance
- To ensure accurate payment and management of staff salaries, including submission of statutory returns as required
- Contract management to ensure the Trust achieves value for money when purchasing goods and services.
- Working with the CFO and Headteacher to identify opportunities for generating additional income and submitting funding bids.

### Key duties and responsibilities:

#### A. Finance

- Supports the CFO/Headteacher on all finance matters including preparation of an annual budget for approval by the Trust Board, and subsequently maintaining an up-to-date and accurate working budget
- Work closely with the Headteacher, Trustees and Academy Business Teams to ensure compliance with financial procedures and statutory obligations e.g. Academy Trust Handbook, Funding Agreement.
- Through close working with the Academy Business Teams, is responsible for producing management accounts including cash flows and key performance indicators to ensure accurate budget monitoring in a timely manner, which are presented at Trust level.
- Supports the CFO/Headteacher in providing long-term financial planning ensuring considering changes in the funding arrangements e.g. National Funding Agreement identifying risks and opportunities and impact of pay agreements that all requirements for the ESFA, DfE and Companies House are met including adherence to the Funding Agreement and Academy Trust Handbook.
- Prepare statutory financial returns as required in a timely manner for review by the CFO/Headteacher prior to submission to the regulatory body e.g. ESFA, DfE, and Companies House.
- Notifying all related party contracts to the ESFA, seeking prior agreement where required in accordance with the Academy Trust Handbook.



- Ensure the Trust has a clear and up to date Finance Policy which is underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Manage the process of Internal Scrutiny and the External Annual Audit, to ensure any recommendations made are implemented in a timely manner.
- Ensuring that the Trust Payroll is delivered efficiently and effectively and where organised via an external provider, it provides value for money and the service received at least meets expectations and performance targets, with statutory returns being accurate and submitted on time.
- Act as the second signatory to the Academy Business Teams for making amendments to the bank signatories and approvals ensuring that they have been approved by either the CFO or Headteacher as appropriate.
- Carry out financial benchmarking exercises, reporting to the CFO/Headteacher on their findings highlighting areas of significant variance.
- Maintain the Trust risk register ensuring it is reviewed by Leadership and Management Committee and Trustees regularly.
- Take responsibility for all aspects of finance and payroll, to contribute to the achievement of the educational vision for the Trust.
- Plan, manage and actively promote change in accordance with the Trust's strategic plan.

#### **B. Income Generation**

- Working with the CFO and Headteacher to identify opportunities for generating additional income and submitting funding bids either for trust wide or academy specific projects.
- Support the Academy Business Teams and those responsible for running lettings to maximise income for the trust.

#### **C. Other**

1. To attend Trustee and Leadership and Management Committee meetings as and when required.
2. Provide training and development to all staff in relation to finance matters.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>		
AAT qualification	✓	
ICAEW (CIMA, ACCA, ACA) qualification		✓
Other relevant school-based experience		✓
<b>Experience</b>		
Experience of managing a team and workload	✓	
Experience of Academy Funding or other Education sector	✓	
Experience of financial planning and management	✓	
Preparation of accurate monthly management accounts including commentary	✓	
Preparation of statutory accounts and organising audit files	✓	
Managing Payroll process and controls of an outsourced service	✓	
Managing and embedding Financial Controls	✓	
Experience of managing finance processes & procedures	✓	
Experience of enhancing the use of finance systems to improve efficiency	✓	
Experience of the purchase to pay processes	✓	
Experience of managing the monthly timetable	✓	
Experience of providing excellent customer service	✓	
<b>Skills and Knowledge</b>		
Understanding of procurement processes and contract management	✓	
Ability to work to tight deadlines	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Ability to work to deadlines and use own initiative	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Knowledge of PS Financials and Parent Pay	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent and meticulous organisational skills	✓	
Excellent verbal and written communication skills	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
<b>Personal Attributes</b>		
Have a positive approach to education	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Committed to personal development	✓	
An excellent telephone manner, enthusiastic and positive attitude	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

# Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



# Application Process and Safeguarding

## **Applications**

Application forms can be found on our website or on tes.com and should be sent to Human Resources on [HR@wealdgs.org](mailto:HR@wealdgs.org). The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

## **References**

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

## **Safeguarding Duties and Responsibilities**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

## **More Information**

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on [HR@wealdsgs.org](mailto:HR@wealdsgs.org). We look forward to hearing from you.