

Job Description

Position:	Trust Finance Manager
Grade:	Kent Range KR9 (24 hours per week, 42 weeks plus holiday entitlement)
Responsible to:	Chief Finance Officer / Company Secretary

Purpose of the Job:

The Trust Finance Manager is responsible to the Chief Finance Officer for providing Members / Trustees and Governors collectively, and supporting both the CEO / EHT in ensuring the Trust complies with the appropriate legislation and reporting requirements. In summary the post holder is responsible for:

- Ensuring the Trust meets its obligations for producing monthly management accounts (trial balance and supporting documentation, cash flows) and year end accounts for external audit.
- Contact management ensuring the Trust achieves value for money when purchasing goods and services.
- Working with the CFO / CEO and Head Teachers in identifying opportunities for generating additional income and submitting funding bids either trust wide or academy specific projects.

Key duties and responsibilities:

A. Finance

1. Supports the CFO on Trust finance matters including preparation of an annual budget for the Trust Board and the Annual Report and is responsible for consolidating Academy budgets into the Trust budgets.
2. Provide support and guidance to Academy Business Teams and Head Teachers to produce individual academy budgets.
3. Work closely with the Academy Business Teams to ensure compliance with financial procedures and ensuring Academies comply with their statutory obligations e.g. Academies Financial Handbook, Funding Agreement.
4. Through close working with the Academy Business Teams, is responsible for producing Academy and Trust level management accounts including cash flows and key performance indicators to ensure accurate budget monitoring and monthly management accounts including cash flow forecasts are produced for each academy in a timely manner, which are presented at Trust level.
5. Supports the CFO in providing long-term financial planning ensuring taking into account 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 Academies Financial Handbook.
6. Prepare statutory financial returns as required in a timely manner for review by the CFO / CEO prior to submission to the regulatory body e.g. ESFA, DfE, and Companies House.
7. In Notifying all related party contracts to the ESFA seeking prior agreement where required in accordance with the Academies Financial Handbook.
8. 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.

9. 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.
10. 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 CEO or CFO as appropriate.
11. Carry out financial benchmarking exercises at Academy and Trust level, and reporting to the CFO / CEO on their findings highlighting areas of significant variance.
12. Maintain the Trust risk register ensuring it is reviewed by Finance & Audit Committee and Trustees at least annually.

B. Income Generation

1. Working with the CFO / CEO and Head Teachers to identify opportunities for generating additional income and submitting funding bids either for trust wide or academy specific projects.
2. Support the Academy Business Teams and those responsible for running extended services to maximise income for the trust.

C. Other

1. To attend Trustee, Finance & Audit Committee and Local Governing Body meetings as and when required.
2. Provide training and development to academy 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.

We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Post holder:

Signed:

Date:

Reviewed: November 2019

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.