



Cygnus Academies Trust

Job Description: Finance Manager – Kent Scheme – Grade 10 or 11

School: Cygnus Academies Trust – Shared Services
Grade: Kent Scheme – Grade 10 or 11 (depending on experience)
Responsible to: Chief Financial Officer (CFO)

Purpose of the Job:

The Trust is looking to recruit a suitably experienced Finance Manager to lead the finance shared services team. The team is responsible for; the robust operation of the Trust's financial procedures, adhering to the policies as outlined by the Trust and DfE; ensuring that resources are deployed effectively and efficiently, supporting the Trust's aims and the long-term financial sustainability; and delivering a professional, efficient and effective finance service to the schools within the Trust as part of our shared services.

The post holder will provide support to the CFO in all aspects of financial management.

Applicants will have previous experience in a similar role and should have suitable knowledge of primary school finance and budgetary management.

Key duties and responsibilities:

Financial operations

1. Ensure accurate records are kept of all financial transactions.
2. Ensure the finance team process orders, accounts receivable and accounts payable effectively.
3. Oversee monthly bank reconciliation processes.
4. Review and authorise regular payment runs via BACS.
5. Oversee cashless payment systems and monthly income reconciliations.
6. Review journals, cash book entries, accruals and prepayments.
7. Assist CFO in preparation of monthly management accounts and annual budget setting.

Returns and auditing

1. In conjunction with the CFO, prepare all DfE returns, VAT claims and other statutory returns.
2. Review monthly balance sheet reconciliations.
3. Maintain the Trust's fixed asset register.
4. Comply with all requests from the external and internal auditors and facilitate with all audit requirements.

Other responsibilities

1. Plan own personal and professional development.
2. Undertake any other duties which from time to time may be required and commensurate with the post, as deemed necessary by the CFO or HR Manager.
3. Monitoring accounting procedures and support other colleagues within the Trust, as required, to work within the Trust finance policies and procedures.



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Person Specification: Finance Manager – Kent Scheme – Grade 10 or 11

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

QUALIFICATIONS	Relevant finance and/or accounting qualifications.	Desirable
EXPERIENCE	Experience of previously working in a related finance role. Experience of previously working in a school environment. Experience of team management.	Essential Desirable Desirable
SKILLS AND ABILITIES	Ability to plan and develop finance systems. Ability to prioritise own and team workloads effectively. Ability to relate well to children and adults in the school environment. Ability to work constructively as part of a team. Excellent communication skills. Excellent IT skills to include Microsoft Excel, Outlook and Word. Good organisational skills. Good presentational skills. Methodical with good attention to detail.	Essential Essential Essential Essential Essential Essential Essential Desirable Essential
KNOWLEDGE	Knowledge of relevant policies/codes of practice and awareness of relevant legislation. Experience of using Access Education software (HCSS Accounting/Budgeting)	Essential Desirable