

Pickwick Academy Trust



FINANCE MANAGER JOB DESCRIPTION

Job title:	Finance Manager– (Corsham Primary School)
Department/Team	Pickwick Academy Trust Central Support Team
Responsible to:	Head of Finance
Responsible for:	The delivery of a professional and effective financial management and administrative service to Corsham Primary School with the overall objective of achieving value for money and securing financial stability, in accordance with procedures in the Pickwick Academy Trust Financial Procedures Manual.
Salary range:	118-20
Term of office:	Permanent

Job purpose:

To work with the Business Director, Head of Finance, Executive Headteacher and Heads of School to implement the Trust vision and strategic direction for finance and funding so that it is understood and acted upon by all stakeholders.

To provide a range of high-quality financial services to the Executive Headteacher and Heads of School to support the management and monitoring of the school's financial position so that it can run smoothly, efficiently and effectively in the delivery of its core aims.

The Finance Manager will support the Head of Finance and where appropriate lead in financial accounting, the preparation and monitoring of budgets and end of year processes on behalf of Corsham Primary School. They will ensure that all work is in accordance with the Academy Trust Handbook, professional standards, ESFA requirements and guidelines and all statutory requirements.

Job Description

Financial Accounting

- To support the Head of Finance to provide the required information to the auditors for the production of the annual statutory accounts and ESFA returns.
- To be responsible for the monthly reconciliation of the following balance sheet control accounts, obtaining authorisation from the Head of School prior to submission to the Head of Finance as part of the monthly accounts pack:
 - Payroll
 - VAT
 - Debtors
 - Creditors
 - Prepayments
 - Stock

Financial Planning and Budget Setting

- To support the Executive Headteacher and Heads of School to produce financial plans and a detailed annual budget which support the Trust's vision, strategic direction and Key Performance Indicators.

Budget Management

- To produce monthly budget management reports for the Heads of School and Executive Headteacher for review and submission to the Business Director which focus on end of year projections, taking any actions required where necessary to improve financial performance and the level of reserves.

- To ensure that restricted funding is identified and associated spending complies with the funding requirements and conditions.
- To produce the monthly Staffing Reconciliation statement for the Head of Finance.
- To support the Executive Headteacher and Heads of School to model the implications of in year staffing changes and to complete staffing control sheets where necessary for submission to the Business Director / CEO.
- To support budget holders through the timely supply of reports and provide training in agreed procedures.
- To liaise with the Executive Headteacher and Heads of School to ensure any appropriate corrective action is agreed and implemented.
- To monitor school trip income and expenditure carefully to ensure that trips are correctly funded in line with the school Charging and Remission policy and that funds are correctly allocated from the online payment system to the correct trip account.

Standards and Procedures

- To raise awareness of the requirements of the Pickwick Academy Trust Financial Procedures Manual.
- To work with the Internal Assurance provider and Business Director to supply the required information to allow the provider to complete their work and ensure recommendations are actioned.

Financial Systems and Processes

- To support staff to use the finance system effectively.
- To raise any day to day issues directly with the supplier for resolution.
- To assist the Head of Finance to identify areas for development.
- To ensure the processes for orders, payments to suppliers and debtor invoices are correctly followed.
- To process credit card orders following authorisation of a purchase order by a Head of School.
- To verify invoices for payment.
- To liaise with the payroll provider and authorise the monthly staffing payroll following approval from a Head of School.
- To be responsible for complying with VAT responsibilities

Staffing

- To liaise with the payroll provider regarding changes to contacts.
- To maintain personnel records.
- To prepare annual salary review statements for all staff.
- To complete the annual workforce census.

Asset Register

- To identify assets which need to be added to the Asset Register and supply the necessary information to the Head of Finance.

Contracts Management

- To support the Business Director to maintain a central contract register which identifies school contracts.
- To support the Business Director, Executive Headteacher and Heads of School to manage procurement by specifying requirements and using tendering and evaluation processes.
- To obtain quotes when required.
- To assist the Business Director in conducting regular reviews of contracts, especially catering, grounds, cleaning and IT (where appropriate) to ensure Best Value and high standards of service.

Other

- To assist in the preparation of bids for additional funds
- To support specific school projects from time to time by supplying and modelling financial information.
- To liaise with Head and members of the Local Governance committee regarding the financial monitoring report and budget.
- To attend Local Governance Committee meetings and working parties to advise and action recommendations.
- To attend external meetings on behalf of the Trust and report back to appropriate parties and perform actions as necessary.
- To maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information.
- To provide support and development to staff in the business management/financial functions of the Trust.

There will be a close working relationship with the Head of Finance and Business Director.

Day to day contact with Head of Schools and Executive Headteachers within the Trust and Academy staff, particularly those in the school business management functions, and staff across the Trust.

Work will be carried out within a range of broad objectives and planning mechanisms.

Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times, conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.

The Finance Manager will be expected to be flexible in undertaking the duties and responsibilities attached to this post. There will be occasions where, through negotiation, the working day will need to be extended or evening meetings will need to be attended.

The nature of the work requires the post holder to undergo checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people. This will involve undertaking annual Safeguard training and using school reporting systems for any Safeguard concerns.

The jobholder has a responsibility to understand and abide by the obligations laid down in the trust's Equal Opportunities Policy.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require Business Travel on your personal car insurance.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general level of education to 'A' Level standard including Maths and English GCSE grade C or above. • Part /full AAT Qualification or ability to demonstrate equivalent experience 	Professional Accounting Qualification School Business Management Qualification
Professional Development	<ul style="list-style-type: none"> • Self-motivated and committed to professional development 	
Experience	<ul style="list-style-type: none"> • Sound experience of operating computerised financial systems • Full working knowledge of Microsoft Office and Microsoft Outlook • Experience of budget setting and management accounting, and the ability to support year-end financial statements 	<ul style="list-style-type: none"> • Experience in a similar role • Experience of working within an educational environment • Experience of managing an education budget • Experience of reconciliations
Knowledge	<ul style="list-style-type: none"> • A very good understanding of the underlying systems and controls required to secure sound and effective financial management 	<ul style="list-style-type: none"> • Knowledge of education finance regulations • Knowledge of Academies funding
Skills	<ul style="list-style-type: none"> • Excellent communication and written skills, • Ability to maintain confidentiality, • Experience of liaising with a wide range of internal and external contacts. • Excellent interpersonal skills, • Able to work constructively and positively as part of a team, • To be self-motivated to achieve the expected outcomes that this post requires • Ability to manage time effectively, organise and prioritise workload and working effectively under pressure. • Ability to interpret and organise large amounts of information. • The ability to adapt to changing circumstances and new ideas 	<ul style="list-style-type: none"> • Knowledge of school roles and responsibilities within the finance role.

Other	<ul style="list-style-type: none"> • Current Driving Licence and access to a vehicle • Will require a DBS check to work within a school environment 	
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