

Hadrian Learning Trust Job Description and Person Specification

Post Title:	Finance Manager	Director/Service/Sector:	Children's Services
Band:	8	Workplace:	HMS and QEHS, Part of HLT
Responsible to:	Chief Finance Officer (CFO)	Date:	September 2024
Job Description Ref:	FM		

Responsible for:

Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

Job Purpose:

- Ensure that the Trust's resources are managed efficiently, effectively and professionally.
- To manage the finance systems of the Trust to ensure they comply with the Department for Education Academy Trust Handbook.
- To ensure that the Trust's has accurate, timely and complete annual, termly and monthly financial reports
- To coordinate the Trust's payroll processes.

Resources	Staff	Line management of finance officer and finance administration assistants.
	Finance	Monitoring role only and day to day operation of school budgets both revenue and capital.
	Physical	Office equipment, accuracy and security of databases including School Financial Information System
	Clients	Internal (Teachers, Other Staff, Students) and External (Parents, external agencies, Trustees).

Responsibilities, Duties and key result areas:

The main duties of the post are:

- Ensure the school financial practices and procedures adhere to the Department for Education Academy Trust Handbook and, working with CFO, develop new robust internal systems when required.
- Oversee the Trust's financial information system following recommended accounting principles.
- Lead on collecting information required for internal and external audits.
- Liaise with the Trust's payroll provider and HR team to operate the Trust's monthly and annual payroll processing and payments.
- Prepare monthly budget and payroll monitoring reports and analysis including balance sheets.
- Run monthly reports for expenditure, income and payroll from the Trust financial systems, investigate anomalies, and undertake analysis and projections of expenditure and income.
- Prepare and submit VAT returns.
- Maintain accounting systems for ring-fenced funding including central government grants and allocations.
- Manage purchase ledger, overseeing payment processing, authorization and reconciliation including monthly accruals and prepayments.
- Manage the exchequer function including bank reconciliations, credit cards and cash flow forecasts.
- Oversee the collection of income including the financial management of the school meals service (in house provision).
- Manage the trading accounts of school (both internal or external).
- Provide monthly departmental and project budget monitoring reports to budget holders supporting them to ensure value for money is achieved.
- Assist the CFO in providing financial training to budget holders and Trustees.

- Support the CFO with financial benchmarking exercises and follow the requirements of consistent financial reporting.
- Support the CFO in financial analysis to confirm or improve the school's efficient and effective use of resources.
- Support the CFO in interpretation of new financial regulations and guidance from DFE.
- Manage the Trust's finance software systems and liaise with technical support teams to solve issues.

Whole School Responsibilities

- Wholly comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
 - Data protection
 - Confidentiality and data protection Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity across a range of abilities.
- Contribute to the overall ethos of the school and work in such a way as to promote the ethos and vision of the school.
- Establish constructive relationships and communicate effectively with external agencies.
- Attend and participate in regular meetings.
- To engage actively in the appraisal process.
- Participate in training and development as required.
- To undertake First Aider training appropriate to the role and nature of activity.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

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. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Work Arrangements		
Transport requirements:	Required to use own transport to attend meetings.	
Working patterns:	Working hours are usually between 8.00am and 5.00pm, Monday to Friday	
Working conditions:	Office based	
PERSON SPECIFICATION		
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Good literacy and numeracy skills • Level 4 qualification in accounting and finance • Advanced ICT skills- Microsoft Word and Excel 	<ul style="list-style-type: none"> • School Business Management Qualification 	(a), (t)
Experience		
<ul style="list-style-type: none"> • Significant recent and relevant experience of working in financial environment providing budget monitoring information and advice to budget holders • Significant recent and relevant experience of working with financial systems • Experience of communicating financial information to non-finance professionals • At least three years' experience in financial and payroll management 	<ul style="list-style-type: none"> • Experience of working in a public sector or charity organisation finance function 	(a), (i)
Skills and competencies		
<ul style="list-style-type: none"> • Ability to work to tight deadlines and produce accurate information • Ability to work flexibly to meet the needs of school within financial management • Adapts positively and responds to change • Ability to provide instructions and guidance to other staff • Able to implement, use and maintain financial software packages • Able to work accurately with attention to detail, on own initiative and prioritise effectively. Have confidence in to dealing with problems as they arise in a professional manner and able to manage changing priorities • Understand the principles of confidentiality and the ability to handle sensitive data appropriately. 	<ul style="list-style-type: none"> • Able to use PS Financials finance software 	(a), (i), (t)

Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Able to work productively under pressure to meet organisational priorities, whilst remaining calm and professional. Work-related pressures arise from conflicting pressures and needs, including short and longer-term trade-offs, and interruptions and numerous deadlines outside of the post holder's control. • Able to manage own workload and demonstrate strong organisational skills. • Emotional resilience to deal with creditors and debtors. • Mental attention – high level of detail and precision. 		(i)
Other		
<ul style="list-style-type: none"> • Willingness to participate in personal and professional development. • No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post. • Commitment to equality of opportunity and anti-discriminatory practice. 	<ul style="list-style-type: none"> • Evidence of learning beyond the work place 	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.