

Job Description and Person Specification

Role

Finance Manager
Beckfoot Trust
Salary/Grade: SO2 SCP 26-28
Reporting to: Chief Financial Officer

JOB DESCRIPTION

Corporate Responsibilities

- Lead the smooth running of the day-to-day operational finance function and oversee the financial planning and analysis process of the Trust, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Understand and fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation and the Meeting Arrangements Calendar (MAC).
- Adhere to the principles of alignment in the One Trust Contract.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift.
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff).
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation.
- Be accountable to and carry out any reasonable request from the Line Manager.

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- Provide a high level of finance support to the schools within the Trust.
- Work with high standards of accuracy and compliance in line with the Trust policies and procedures following standard operating procedures and identifying areas for improvement.
- Lead the day-to-day operations of the finance function ensuring high levels of customer service are provided.
- Monitor and track lines of service delivery including the finance helpdesk and email box and ensure high levels of responsiveness to queries.
- Line manage the Finance Assistants, Finance Officers and Assistant Finance Manager, leading the finance operational meetings.
- Manage and ensure compliance with systems in place to monitor budgets in relation to overspend and scheme of delegation.
- Undertake and supervise financial administration related to purchasing, payments, banking, sales and income processing financial transactions as required.
- Work on all Trust financial systems including accounting software, budget software, contract and FA management software, payment platforms and other software.
- Resolving complex financial queries in an effective and efficient manner.
- Lead a strong financial analysis function to support Trust budgeting and procurement.
- Ensure that operational returns such as VAT returns are completed in an accurate and timely manner.
- Leading and developing the operational teams' skills on complex areas of financial administration such as prepayments, VAT, recharges and fixed assets.
- Identify financial risk and escalate or deal with the risk as appropriate.
- Ensure compliance with month end procedures, including monthly reconciliations.
- Act as finance system administrator, controlling users and workflow within the system.
- Work with the CFO, Lead Management Accountant, Procurement Manager and Management Accountants to develop and implement standard operating procedures to ensure that the operation of finance is effective, efficient, consistent, and reliable.
- Work closely with the Management Accountants to ensure that forecasting and budgeting are accurate and reliable.
- Line manage and lead on recruitment, induction, and appraisal of designated staff, providing effective communication, training, and mentoring to enable staff to carry out duties.
- Maintain accurate records using relevant systems in line with policy and records management procedures.
- Lead and attend meetings and undertake duties as required in line with Trust calendar, sharing expertise and supporting others.
- Provide occasional cover for colleagues in support functions.
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school.
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school.
- Carry out fire marshal or first aid duties if required, with appropriate training.
- Be an outward-facing, horizon-scanning professional, drawing influence from within and beyond the sector both nationally and internationally.

Professional Development:

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today.

JOB DESCRIPTION

- Establish and participate in training opportunities, meetings, and networks to maintain excellent service delivery and knowledge in role.
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities.
- Actively engage in the school coaching offer and appraisal process.
- Share and support the Trust's ethos to provide and monitor opportunities for personal and academic growth and success.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: May 2024

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Finance Manager

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • AAT L3+, Qualified or part qualified accountant (ACA, ACCA, CIMA etc) • Relevant and ongoing professional development 		<ul style="list-style-type: none"> • Application • Interview
Experience	<ul style="list-style-type: none"> • Leading and managing a team • Successful implementation, review and development of systems and processes that support a finance function • Excellent working knowledge of core accounting concepts with the ability to explain to colleagues • Extensive experience working in financial management • Demonstrable expertise in the completion of financial reports • Ability to complete core transactional work alongside strategic level responsibilities • Experience in managing financial risks • Experience of audit functions 		<ul style="list-style-type: none"> • Application • Interview • Assessment
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Demonstrates a collaborative, team working approach focused on improvement and supporting the vision and values of the Trust • Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities • Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy • Take responsibility for producing accurate results, working with diligence, focus and pace 		<ul style="list-style-type: none"> • Application • Interview
Character/ Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> • Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
Personal Circumstances	<ul style="list-style-type: none"> Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/life balance Resilient, flexible and hardworking 		
	<ul style="list-style-type: none"> Legally entitled to work in the UK Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> References Interview