



OUTLINE of POSITION

1. Title of Post
Finance Manager
2. Salary and hours of work
Salary circa £40,000, 37 hours per week (all year)
3. Reporting relationships
Reports to the Heads of both Academies and to the MAT Chief Finance Officer
4. Main Purpose of the Job
To proactively manage the finance function at both academies so that income and expenditure is properly controlled and reported and compliant with the Academies Financial Handbook. A senior member of the management team for both schools proactive in cost saving and income generation.
5. Accountable and responsible for the following key tasks:
<ul style="list-style-type: none">• Lead and manage the activities and staff of both schools' finance functions.• Provide financial reports to Governors/Leadership teams and Multi Academy Trust (MAT)• Prepare management accounts on accruals and prepayments basis• Prepare budgets and forecasts as required.• Ensure robust processes and internal controls in place and are adhered to.• Manage spend vs budget at both academies.• Prepare and maintain of pupil premium statistics.• Maintain the fixed asset registers at both academies.• Ensure that procurement procedures are followed demonstrating value for money.• Prepare Tax and VAT returns• Prepare DfE/EFA returns and schedules and packs for audit• Liaison with Multi Academy staff to provide information and co-ordinate audit visits• Any other duties as reasonably requested by Line Managers
6. Key skills required
<ul style="list-style-type: none">• Commercial awareness and approach with a strong focus on processes.• Competent and experienced in the preparation of management accounts (accruals basis).• At least 5 years' experience of preparing and controlling budgets.• Demonstrates an understanding of compliance with Tax and VAT rules.• Strong influencer of other staff in getting financial compliance• Qualified/part qualified member of recognised UK/International Accountancy body, or by experience