

Post title	Finance Manager
School/Organisation	Avanti Services Limited
Location	Leicester
Grade	Grade 8 - 9, £28,954 – £33,575 per annum
Hours	Full time, all year round (37.5 hours per week)
Contract Type	Permanent
Reports to	Head of Finance
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- The Finance Manager is responsible for the provision of the finance function. It will provide the appropriate financial advice, guidance, and support to the schools across the trust.
- The applicant will be responsible for the preparation of appropriate budget monitoring reports monitoring spend against budget/forecast and to ensure that the expenditure remains within the prescribed limits.

RESPONSIBILITIES OF THE JOB

- **Leadership**
- Provide leadership for all financial matters for the allocated schools and area.
- To take overall responsibility for the financial health and financial control environment of the allocated school and area.
- Be an influential member of the team, developing strong links with the schools, and encouraging delivery of actions to continuously maintain financial sustainability in the region.
- Strong communication and an ability to quickly build relationships is essential to be a trusted expert within the schools.
- To contribute to the achievement of the educational vision of the Trust
- To ensure there is a collaborative approach to financial matters within the area, taking advantages of economies.
- Regularly provide financial documentation, meet with and liaise with the DFE
- **Financial planning**
- To understand the schools indicative funding and to take a view on the adequacy of funding
- To report matters of significant concern to the Head of Finance with regards to funding
- Deliver comprehensive financial planning information for the school and area, including budgeting, forecasting information and other planning information as required.



- To determine, in their view, if there are sufficient funds available for pay increments as recommended by the Principal
- **Reporting and budgetary control**
- Deliver timely and accurate reporting for the school and area, including budget monitoring, information for year-end accounts and audit, reports to audit committee and any other financial reports required.
- To prepare and maintain a detailed cashflow on regular basis.
- Prepare forecasts in co-operation with the principals. Ensure all budgets/forecasts are complete on time and supported by explanation and commentary. Identify key risks and help reduce or eliminate them.
- To monitor spend against budget/reforecast and to ensure that the expenditure remains within the prescribed limits.
- To review the current and re-forecasted end of academic year situation of the school and area evaluate any financial risks related to this.
- Responsible for the production and review of the management accounts each month. Analyse and investigate key variances with managers and agree actions to reduce/remove negative variances.
- To report matters of significant concern to their line manager
- To ensure any risk of deficit in the budget is immediately reported to the Head of Finance.
- To review and suggest measures for deficit risk management
- To review and assist the School in adhering to AST deficit management measures
- To ensure all reports required for external regulatory bodies are prepared, reviewed and submitted on a timely basis.
- To consider how reporting across the area can be improved and made consistent in order to provide better information.
- Ensure all correct information is processed for VAT.
- **Systems and controls**
- Ensure full and timely compliance with all external regulatory bodies in respect of financial and governance matters, including EFA, HMRC and auditor requirements.
- To implement, maintain and monitor if the school and area operates within approved AST financial control policies and the scheme of delegation, recommendations of the Trust and any other statutory/regulatory requirements. In particular, the Academies Trust Handbook and Master Funding Agreement.
- Arrange for responsible officer reviews on a termly basis
- Respond and remediate any issues identified from external or internal audits
- Oversight of all financial administration for the school and area
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately.
- To annually review and recommend amendments to AST finance related policies.
- To report breaches of controls to the Head of Finance
- To consider how systems can be improved in the area.
- **Procurement**

- Manage procurement and undertake best value reviews including monitoring of service agreements
- To consider how savings can be generated across the schools in your area.
- Oversight of ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school
- **Income Generation**
- Identify potential funding opportunities, agencies, government initiatives etc. and ensure income generation from both diverse and obvious sources
- Work with the Head of Finance and others to maximise income generation and financial growth
- To oversee the preparation of all invoices and collection of fees/dues.
- **Other**
- To oversee communications with payroll services, teachers pensions and Local Government Pension Scheme and other service providers to ensure all aspects of employer and employee contributions and deductions are full and accurately addressed
- Control over school capital budgets
- Ensure necessary arrangements for insurance cover for all schools within the area.
- Ensure that tax obligations are discharged correctly and effectively
- Ensuring maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets.
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process
- To undertake such other duties as may be required which are commensurate with the job and grade.
- Provide support out of the region on occasion if required.
- This job description may be amended at any time after consultation with you.
- Monitoring payments of salaries, ensuring accuracy and that returns are completed to deadline
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Person Specification

Criteria		Requirement		Evidence <i>A = App Form, I = Interview, R = References</i>
		Essential	Desirable	
1.	Qualified or Part Qualified in a recognised financial/business qualification e.g. ACCA/CIMA or demonstrable equivalent experience	X		A
2.	Degree or equivalent		X	A
3.	School Business Management specific qualification i.e. CSBM		X	A

Person Specification				
Criteria		Requirement		Evidence <i>A = App Form, I = Interview, R = References</i>
		<i>Essential</i>	<i>Desirable</i>	
4.	Strong experience of financial management to support the day-to-day operations of a business or significant auditing experience of a variety of businesses	X		A/I
5.	Experience of accounts and financial reconciliation and the ability to produce and evaluate financial reports.	X		A/I
6.	Demonstrable experience of engaging with and developing effective collaborative working relationships with stakeholders.	X		A/I/R
7.	Evidence of submitting reports and returns to external organisations.	X		A/I
8.	Proven track record of administering and contributing to budget planning and forecasting.	X		A/I/R
9.	Experience in using/exposure to different accounting systems and ability to provide bespoke reporting.	X		A/I
10.	Relevant experience of accounting and managing budgets	X		A/I
11.	Demonstrate leadership and initiative taking	X		A/I
12.	Evidence of managing change and implementing new systems/procedures.		X	A/I
13.	Experience in leadership of finances in a school environment or equivalent sized business.		X	A/I
14.	Well-developed analytical, planning and organisational skills.	X		A/I
15.	Ability to assist in the development of policies and implement new procedures in line with the needs of the school	X		A/I
16.	Develop and maintain effective record keeping	X		A/I
17.	Understand the financial cycle, cash flow and financial summaries.	X		A/I
18.	Communicate effectively with a wide range of audiences.	X		A/I/R
19.	Advanced excel knowledge	X		A/I

Person Specification				
Criteria		Requirement		Evidence <i>A = App Form, I = Interview, R = References</i>
		<i>Essential</i>	<i>Desirable</i>	
20.	A very good knowledge of school financial procedures.		X	A/I
21.	The ability to work with initiative and to tight deadlines	X		A/I
22.	Demonstrable experience of working well under pressure and of working flexibly to manage competing priorities.	X		A/I
23.	Have good organisational skills	X		I
24.	Able to work appropriately with confidential information	X		A/I
25.	Committed to safeguarding and promoting the welfare of children and young people	X		A/I/R
26.	The ability to communicate with people at all levels.	X		A/I
27.	A commitment to working as part of the whole school team and supporting the vision and ethos of the school.	X		A/I/R
28.	To be willing to undertake further professional development	X		A/I
29.	Demonstrable experience of planning, prioritising and consistently delivering work to a high standard and by the required deadline.	X		A/I
30.	Willingness to travel	X		I
31.	A genuine ambition, for and interest in, improving the life choices for our young people and the wider community		X	A/I

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary

action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.