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| Trinity Academy LeedsJob Description | |  |
| Job Title: | Assistant Finance Manager |  |
| Job Scale: | Scale 6 (point 18-22)  £25,419 - £27,514 pro-rata  Term Time, plus 10 days |  |

**BASIC JOB PURPOSE**

* Accountability for adherence to trust procurement policies, procedures and protocols, under the strategic lead of the Trust CFO.
* To be responsible for meeting deadlines and timely and accurate completion of identified monthly reporting.
* Ensure effective operation of financial controls, reporting and working with budget holders to ensure compliance.
* Support the school/academy’s business functions, providing advice and support where necessary.
* Responsibility for the management and operation of the academy finance, accounting and budgeting systems, as directed by the Finance Manager.
* To deputize for the Finance Manager as and when necessary.

**Reporting to:** Finance Manager (FM)

CFO

**Responsible for:**

**Main responsibilities:**

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| **1** | Responsibility for the smooth and efficient management and operation of the school/academy finance, accounting and budgeting systems, as directed by the Finance Manager and/or Governing Body. |
| **2** | Assist in the production of monthly accounts, budget statements, or other reports and updates on any aspects of the role, advising and providing analysis or commentary when required.  To assist on the successful implementation of trust wide finance and procurement policies, procedures and protocols |
| **3** | Accountability for policies relating to the ordering and purchasing of suppliers, and goods and services are adhered to. This includes monitoring the operation of the contracts for goods and services, ensuring value for money and preparing reports in relation to procurement activities, as and when required. |
| **4** | Assist the FM in providing up to date and accurate financial information in relation to school/academy income generation and expenditure. Prepare and deliver timely reports on a regular basis, or as requested. |
| **5** | Assist the FM in the academy payroll processes, supplying information to payroll and checking accuracy, working with HR to ensure the smooth process. |
| **6** | Oversee the payment of invoices, administration of reconciliations, petty cash control and accounting and banking of monies, including chasing any debts owed to the school/academy. |
| **7** | Liaison with, and training of, staff on developing budgetary and financial acumen, budget expenditure, financial improvement planning, processing monies for educational visits, school/academy extra-curricular activities and core school/academy business. |
| **8** | Working with the FM to ensure BPS is up to date with the latest flexed budget. |
| **9** | Work with the Trust COO and FM to ensure contract negotiations on behalf of the school/academy, ensuring best value for money, seeking advice and support where required. |
| **10** | Assist the FM to maintain contracts for services for all insurances, annual maintenance and servicing contracts, ensuring best value principles. This includes liaison with relevant staff, contractors, suppliers, stakeholders and others, in all aspects of the role. |
| **11** | Provide advice and guidance for senior leaders, Governors and other school/academy managers on a range of business matters, ensuring the school/academy operates up to date procedures based on relevant legislation and best practice within the role. |
| **12** | Support other non-teaching Managers and Officers (such as the Administration Manager) to ensure that the business support functions of the school/academy are efficient, effective and value for money. |

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| Other Specific Duties: |
| * This is a trust role so while it is envisaged a primary location will be assigned, there will be the need to work across sites to fit the needs of the trust. (Within reasonable distance of the primary location). * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the trust has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required, including induction processes. * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the trust, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the trust students, parents and staff * To adhere to trust policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role   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.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: Assistant Finance Manager** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * educated to degree level, equivalent professional qualification or experience in a similar role * a track record of recent, relevant professional development * previous relevant experience of financial management and/or business operations management * experience of working work under pressure and to deadlines * line management experience | * awareness of the relevant current policies relating to MIS/ICT developments * innovative use of resources * experience of using various accounting packages * prior experience of working within school finances * working with young people and inner city communities |
| **Knowledge & Understanding** | * the principals and practices of strategic financial and asset management and how these contribute to success * innovative approaches to developing financial and budget management systems * effective financial review and evaluation procedures * awareness of financial legislation and external returns * understanding requisition, reconciliation and petty cash accounting systems * knowledge and understanding of the payroll function. | * the principles and characteristics of effective schools/academies * innovative approaches to working with parents, staff, students, the local community and other school/academy partners * strategies for ensuring equal opportunities for staff, students and other stakeholders * understanding of safeguarding and Child Protection issues * the application of software and IT developments to effective use across a large educational organisation. |
| **Leadership & Management** | * to effectively lead and work as a member of a team, participate in meetings and negotiate as necessary * direct and co-ordinate the work of others * set high standards and provide a role model for students and staff and take responsibility for own and others professional development * liaise effectively with other organisations and agencies * develop, maintain and use an effective network of contacts, seeking advice and support when necessary | * motivate all those involved in the delivery team * deal sensitively with people and resolve conflicts * a commitment to managing the highest standards of education support services * resilience and perspective |
| **Skills & abilities** | * ability to prioritise, plan and organise * communicate effectively orally and in writing to a range of audiences * sound judgment and decision making skills * ability to make decisions based on analysis, interpretation and understanding of relevant data and information * respect confidentiality * negotiate and consult fairly and effectively | * communicate the vision of the school/academy in relation to the development of the local community * vision, imagination and creativity * the potential uses of data to support efficiency and value for money |
| **Personal Qualities** | * an excellent record of attendance and punctuality * adaptability to changing circumstances/new ideas * reliability, integrity and stamina | * determination to succeed and the highest possible expectations of self and others * empathy in relation to the needs of the school/academy and the local community * intellectual ability and curiosity |