

Job Description & Person Specification

Job Title:	Finance Manager
Service / Provision:	Central Services
Job Family:	Finance
Line Manager:	Head of Finance
Salary Band:	E Grade 1 - 5
Annex	Please ensure you refer to Annex 1 with this Job Description

To provide a high quality financial support service to allocated Educational Provisions (EPs) and other activities of the Brunel Academies Trust and its subsidiary, Brunel Education. The post holder will be the main point of contact for EPs for all financial and procurement related activity. The post holder will be required to complete regular visits across BSM sites to meet with key stakeholders.

Working with and supporting Headteachers (HT), administrative staff and Governors in EPs to raise awareness and further develop their knowledge of financial regulations and processes including use of budget management & financial software.

Be accountable for the professional discharge of duties to HTs, the Local Governing Committee (LGC) and the Executive Leadership Team (ELT). Prepare and attend EP and LGC meetings (evenings and day time) and offsite events to support the Trust's strategic development and operation of finance function.

This role will also support the management of Central Services finance tasks.

Key accountabilities, duties and responsibilities

- Provide sound financial advice and financial system support specific to education funding conditions and wider accounting regulations
- Complete monthly reconciliation of student related grant income querying any anomalies directly with Local Authorities (LA's), Education and Skills Funding Agency (ESFA) and other relevant organisations
- Management of Finance Officers including carrying out resource planning and managing recruitment, appraisal and professional development
- Monitor EP budgets all year round, advising the Senior Finance Manager, Chief Finance Officer (CFO) and HTs where revisions or changes are needed
- Identify potential areas of concern and generate options for HTs and ELT to review
- Prepare and produce regular monthly monitoring reports to HTs and present termly business reports to the LGC
- Support the Senior Finance Manager and CFO to provide training to HTs, EP employees and Governors and other key stakeholders
- Oversee the finance task on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Support EP specific procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of the Finance department, delegating tasks to employees where appropriate
- Ensure the Fixed Asset registers are up to date and the appropriate journals posted

- Assist with Internal and External audits
- Prepare, review & submit VAT returns, including advising on correct VAT treatment for transactions
- Prepayments and accrual reconciliations
- Control account reconciliations
- Bank reconciliations
- Accounting for payroll
- Other finance and administrative tasks as required
- Deal with any complaints and provide feedback to the Senior Finance Manager
- Support with producing responses to any freedom of information queries
- Maintain accurate and confidential records of Schools including notes of visits
- To motivate and work with others to create a supportive culture of high expectations particularly with regard to maintenance and development of the EP networks, sites and premises
- To work with the HTs in implementing the EP's visions
- To support the HTs in the development of an environment that promotes and secures high quality teaching, effective learning, high standards of achievement, good discipline and behaviour and the Trust's values and vision
- To lead by example and embody the EP's and Trust values for students, employees, Governors and parents
- To make a major contribution to Trust and EP policy and decision making in support of the EP
- To work with and to support the HTs in shaping the strategic direction of each EP as a centre of excellence
- To work with the HTs in developing the EP's role in the local, national and international community
- Ensure all aspects of data protection are applied to all aspects of work, respecting confidentiality
- To engage actively with other EPs, colleges, businesses and organisations to build and share good practice
- To act at all times as an ambassador for the Trust and the EPs in a manner which upholds their values and ethos

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Minimum GCSE English and Mathematics at grade C or above • Evidence of some training in Accountancy or Finance • AAT Part Qualified or similar 	<ul style="list-style-type: none"> • Evidence of further training in Finance, Accountancy and/or ICT
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of producing budget monitoring reports • Good understanding of school accounting practices • Previous experience of working with school budgets • Knowledge of the Academy Financial handbook and Charities SORP 	<ul style="list-style-type: none"> • Experience of preparing and delivering training • Experience of PS Financials, SAGE, HCSS, accounts receivable, salary auto-reconciliation, Equipment Register and other financial modules and systems • Experience of School Finance Committee Meetings or Governing Body meetings • Experience of working within the financial sector

Skills & Abilities	<ul style="list-style-type: none">• Able to demonstrate experience of providing financial advice to the education/charitable sector• Attention to detail and accuracy• Able to demonstrate evidence of successful teamwork• Evidence of outstanding communication skills• Excellent IT skills• Ability to manage time effectively and prioritise tasks	
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