St John the Baptist Catholic Multi Academy Trust

JOB TITLE: **TRUST FINANCE MANAGER**

GRADE: Scale K, Point 32 – 36 (£37,319 - £41,589)

HOURS: 37 hours per week. Full time.

RESPONSIBLE TO: Trust Finance and Operations Director

1. PURPOSE AND SCOPE

1.1 To oversee day to day financial and accounting services across the Trust and to work closely with the Trust Finance and Operations Director (FOD) and finance staff to ensure that these functions are undertaken efficiently and effectively.

1.2 To assist the Finance and Operations Director in supporting the schools in the St John the Baptist Catholic Multi Academy Trust with financial matters and other relevant issues.

1.3 Contribute to the success of the schools within the Trust through supporting administration for whole school projects as required.

2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to the Finance and Operations Director.

2.2 Line management of Notre Dame High School (NDHS) based Finance staff (4 FTEs).

3. MAIN DUTIES AND RESPONSIBILITIES

Financial management

3.1 To have oversight of all matters relating to the administration of Trust finances and to ensure such matters are handled in accordance with regulations to a high level of efficiency.

3.2 To assist the FOD and the auditors with preparation of the MAT's annual financial statements.

3.3 To lead on preparation of VAT returns, and assist with preparation of other returns as instructed by the FOD (incl. DfE returns and pensions & payroll returns).

3.4 To manage and lead on the production of timely monthly management accounts for all entities within the Trust.
3.5 To lead on financial accounting, reporting and forecasting of all non-GAG project funding.
3.6 To oversee monthly balance sheet reconciliations and capital spend reporting.
3.7 To monitor cashflow across the Trust.
3.8 To oversee banking arrangements across the Trust.
3.9 To lead on the monitoring of all NDHS and central individual budgets and advise the FOD on pricing structure of chargeable services e.g music tuition.
3.10 To act as budget holder for a number of areas up to the delegated limits.
3.11 To ensure that the requirements of the Trust's Scheme of Delegation and Finance Policy are adhered to.

Budgeting and forecasting

3.12 To co-ordinate and oversee the production of 3 year budgets for all primary schools, advising Head Teachers and finance staff to ensure a consistent approach.
3.13 To develop the 3 year budget for Notre Dame High School and the Central Trust.
3.14 To lead on budget reforecasting across the Trust, advising and reporting on current spends and projects.
3.15 To prepare variance analyses as required.

Payroll and Pensions

3.16 To liaise with our external payroll provider in regards to finance related queries about the Teacher Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) and to use the TPS and LGPS Portal.
3.17 To monitor and report on draft payroll reports from our external payroll provider (EPM) for NDHS and SJB Central, ready for approval for payment by the FOD.

Financial Controls, Procedures and Systems

3.18 To lead and support all members of finance, Senior Leadership Team and budget holders on the on-going development and implementation of the finance accounting and budgetary systems. To be a 'super user' and system administrator.
3.19 To contribute towards the development and evolution of Trust-wide financial procedures and controls.
3.20 To manage the financial organisational set up and training for any new finance staff / school joining the Trust.

Direct Line Management and Trust-wide Finance Team

3.21 To lead and motivate the trust-wide finance team bringing professional accounting experience and development to the function.
3.22 To line manage all NDHS based finance staff. Provide oversight across all aspects of the finance officer functions.

4 General duties

4.1 To support or deputise for the FOD at meetings and events as required.

4.2 To undertake duties commensurate with the level of the post required by the FOD / CEO / Senior Leadership team.

4.3 Be aware of and comply with policies and procedures relating to child Protection, equal opportunities, health and safety and security, confidentiality and data protection.

4.4 Carry out their duties with the due regard to the Trust and each school's policies on equal opportunities, health and safety and quality assurance.

4.5 Participate in training and other learning activities as required and to participate in appraisal and professional development.

4.6 To support and participate in whole school activities that reflect the Catholic ethos of the Trust (for example, sponsored walk at NDHS).

4.8 To assist the FOD on strategic planning and best value as requested.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

St John the Baptist Catholic Multi Academy Trust

PERSON SPECIFICATION

			Assessment
Experience	Experience of working in a finance capacity within a school / organisation Experience of line management of staff Preparation of Management Accounts	Essential Highly Desirable Essential	App form and/or interview
Qualifications and Training	As a minimum AAT L4 qualified (or similar) or part qualified with a CCAB organisation Evidence of CPD	Essential Highly desirable	App form
Knowledge and Skills	Working knowledge and skills of ICT packages/general computer literacy skills (excel, word); Operating experience of finance packages (e.g. Sage) Ability to undertake varied duties; Ability to work under direction of different people and as part of a team; Good communication skills with people (including students) at all levels; Able to organise own workload in the context of varied tasks; Ability to work on own initiative	Essential Highly Desirable Essential Essential Essential Essential Essential	App form and/or interview
Personal Qualities	Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective Commitment to the Catholic Ethos of the Trust Enthusiasm Honest, reliable Attention to detail	Essential Essential Essential Essential Essential Essential	App form and/or interview