



## Assistant Finance Manager

Salary / grade range	Temporary 1 Year, 30 hour post (pattern to be agreed), Annual FTE £41,119 to £46,473 ; pro-rata actual salary £33,340 to £37,681.
Location	West Yorkshire Hub office, Old Park Road, Bradford, BD10 9BG
Reports to	Finance Manager

### Purpose of role:

To support the Trust's West Yorkshire Finance Manager and ensure the Trust's finances are managed efficiently, ethically, professionally, with integrity and conforming to all internal and external regulatory requirements and in a sustainable sound manner.

To assist with all aspects of development and effective operation of financial systems and procedures. To assist with financial accounting, budget setting and monitoring, costing activities and development of budget profiles. This will involve working with the primaries within the West Yorkshire hub and being the lead contact for 2 primary academies but may be asked to assist with the other primaries within the West Yorkshire Hub.

To be the catalyst for driving efficiencies across all areas of the Trust both centrally and with each of the Academies. To be responsible for the coordination of all financial and management reporting across 3 primaries and may be asked to assist with the other primaries within the West Yorkshire Hub and report in a timely basis.

### Key accountabilities (and specific duties / responsibilities):

- As a key member of the finance team supporting the Finance Manager, academies and members of the senior management team
- Be a significant member of the finance team and contribute to the Trust decision making process;
- Support financial planning, management reporting and budgetary control;
- Support the Finance Manager in being accountable for the effective management of the academy's financial resources and the provision of technical advice and expertise on financial and commercial matters to the senior management team, academies and academy governing councils;
- Actively seek out and recommend improvements to processes within the wider Trust's finance team;



- Be responsible for the administration of the trust finance systems ensuring the academies are working effectively;
- Be an active and supportive member of the Trust's finance team;
- Adhere to the Trust's policies and procedures as set out in any documentation available to staff;
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, learners and those coming into contact with the academies

## Performance Measures

- Delivery plans for financial policies and procedures being developed and implemented.
- Effective communication and reporting in financial matters.
- Systems developed and being effectively used for reporting on financial data across the Trust;
- Effective communications to all relevant finance stakeholders takes place; and
- Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the West Yorkshire region primary academies.

## Financial planning, management & reporting

- Undertake financial planning and monitoring of finances across the Trust in line with best practice;
- Monitor month end procedures and undertake balance sheet reconciliations and cashflow monitoring;
- Monitor each of the Academy's fixed asset registers including additions, disposals, transfers and depreciation charges;
- Support in the timely preparation of regular management accounts, and analysis of variances with budgets, prepare monthly budget reforecast (in-line with agreed Trust Timetable) and reporting thereon to the Finance Manager, Academy Senior Leadership Team.
- Support with the completion and submission of the Academies' VAT liabilities (responsible for the preparation/monitoring of regular tax/ VAT returns);
- Contribute to the development of the Trust's financial policies, procedures and systems;
- Along with finance colleagues ensure all ESFA requirements are met within the timetable set out in ESFA guidance;
- Support the Finance Manager in the preparation and consolidation of the Trust's annual business plans for review and recommendation by the senior management team and ultimate approval by the Trust Board;
- Support the Finance Manager to manage the financial affairs within the West Yorkshire region, in terms of banking, cashflow and working capital requirements ensuring that all remain financially strong and viable at all times;
- Produce financial information and reports as required by the Trust;
- Ensure that the Trust has appropriate and effective financial and management information systems and controls in place and will involve visiting academy's' on a regular basis.
- Liaise with internal and external auditors;



- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.
- In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including;
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g., application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Degree level or equivalent</li> <li>• Appropriate Professional Qualification (i.e., ACCA / CIMA) or Part Qualified working towards professional qualification/AAT qualified</li> </ul>		A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Minimum three years in a Finance role with experience in financial and management accounting</li> <li>• Experience of operating within an education or service sector environment</li> <li>• Experience of MAT or group accounting</li> <li>• Experience of developing and operating financial systems and procedures</li> <li>• Experience of Integrated Accounting software procedures including business planning and investment appraisal software</li> <li>• Line management experience including appraisals, staff development and training</li> </ul>	Desirable  Desirable  Desirable  Desirable	A/I  A/I  A/I A/I  A/I



<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Up to date knowledge of financial standards and legislation</li> <li>• Excellent organisation and administrative skills</li> <li>• Excellent communication (oral and written) and interpersonal skills</li> <li>• Proven track record of building strong personal relationships and credibility at senior level across all internal functions</li> <li>• Ability to work efficiently and effectively meeting deadlines, responding to requests and support where necessary</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• An innovative approach and high energy levels</li> <li>• Enthusiastic and action orientated</li> <li>• Commitment to team and strong team player</li> <li>• Strong commercial acumen and strategic thinking ability</li> <li>• Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li> </ul>		<p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.