Finance Leader

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| Salary / grade range | **Grade 5 (NJC 12 – 19) (£27,711-£31,067)** |
| Location | **Co-op Academy Manchester** |
| Reports to | **Finance Manager** |
| Hours of Duty | **Full Time****Full Time hours - 35 hrs per week (including ½ hour unpaid lunch break) 8:30am-4:00pm** |

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| Purpose of role: To provide an effective and efficient administrative support to the Academy Finance Managers in the management, control and monitoring of all financial aspects in line with the trust’s financial regulations.To work as part of the Finance Team to promote the highest standards of financial integrity and value for money within the academy |

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| Key accountabilities (and specific duties / responsibilities):**Budgetary Preparation & Financial Control*** To assist in the preparation of the School’s annual budget, and to monitor, record and report financial activity against approved allocations, supporting budget holders to keep account of expenditure/planned expenditure.
* To support the Finance Manager in ensuring that there is adequate budgetary control in line with the Trust Financial Regulations
* To produce cost centre reports and other financial information for Head’s of Departments and budget holders, as required.
* To arrange regular meetings with Head of Departments and other budget holders to assist with the management of their annual budget allocation to ensure funds are spent in accordance with the agreed budget levels.
* To monitor Creditors and Debtors and ensure the effective reconciliation of accounts.
* To assist with the review of financial procedures and processes to contribute to more effective and improved services leading to more effective value for money.
* To assist in ensuring an accurate interface between personnel and financial systems.

**Security of Cash** * To ensure effective security of all monies.
* To be responsible for the administration and management of Arbor Pay, including trips and lunches, and responding to parent/student queries.
* Ensure segregation of duties within the Finance Team is adhered to and any issues reported to the Finance Manager immediately.

**Banking and Associated Reports** * To maintain accurate financial and statistical records in relation to the Academy’s Bank Account.
* To prepare accurate reports on financial matters as required by the Senior Leadership and Trust.
* To be responsible for the creation of a bi-weekly BACs run, ensuring that all necessary checks and assurances have been completed and prepare all information necessary for the Finance Manager to approve the payment.
* To perform weekly / monthly Bank reconciliations and ensure all transactions are accounted for within the Academy financial system. Investigate any unknown payments / receipts and unreconciled items.
* To manage and reconcile the academy credit cards.
* To ensure that academy funds are banked on a timely basis and relevant parties informed.
* To attend meetings as required and assist the Finance Manager in producing reporting financial data.

**Purchasing Procedures / Debtors*** To oversee the process or ensure that orders for goods and services are quickly and efficiently processes and that subsequent financial procedures, especially the paying of invoices, are carried out as required by the finance regulations.
* To be responsible for ensuring all invoices are raised for goods / services provided by the Academy within set agreed timescales. Dealing with any queries and investigations raised by debtors.
* To ensure that payment is received for goods and services provided by the Academy.
* To ensure that invoices for all goods and services provided by the Academy and that procedures for the recoupment of outstanding monies including the preparation of debt collecting are followed in line with Trust guidelines and procedures.

**Financial Administration / Payroll*** To undertake tasks associated with payroll, ensuring information/contractual changes etc are correct, complete variance analysis and raise queries internally/with payroll provider and received in time for the necessary deadlines.
* To work alongside the Finance Manager in collating annual reports for the auditors in line with the requested information.
* To assist the Finance Manager to carry out monthly salary reconciliations, investigate any anomalies, and to ensure all staff are paid correctly. Prepare the payroll reports for approval.
* Prepare an input journal as required to ensure the integrity and accuracy of the information held on the accounting system.
* Support the Finance Manager with the monthly Management Accounts for the Academy, assist with preparation of monthly reports and income / expenditure analysis
* Support the Finance Manager with the month end and year end procedures.
* Support the Finance Manager to update staff structure & payroll details on the budget system.
* To undertake any clerical and general office duties, including filing, answering the phones, monitoring the Finance email account and assisting staff with any finance queries.

**Supervision*** To supervise staff responsible for this post, for example, giving instructions, checking work is completed to set deadlines and to the required standards, giving on the job training and development, and conducting appraisals where appropriate.
* To ensure the efficient and smooth running of the finance office on a day to day basis.
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| Standard Duties:* To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
* To uphold and promote the values and the ethos of the school.
* To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
* To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
* To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
* To attend and participate in relevant meetings as appropriate.
* To undertake any other additional duties commensurate with the grade of the post.
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| Personal Attributes Required (based on job description): |
| Attributes | All attributes are essential, unless indicated below as ‘desirable (D)’ | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications* Level 4 AAT Diploma in Accounting, or equivalent qualification (or working towards this qualification)
 |  | A / I |
| Experience* Experience of working in a Finance Environment
* Experience of using computerised packages for financial administration, e.g. word processing, spreadsheets, databases and raising/ processing invoices
* Experience of producing financial and statistical information clearly in a way that can be understood by others
* Experience of budget monitoring, preparing statements for budget holders and analysing data for errors and discrepancies
* Experience of undertaking a range of administration/clerical tasks
* Experience of team-working to work effectively with others and meet deadlines and goals
* Experience of working in a school or other educational setting
* Experience of supervising staff including duties such as giving instructions, checking quality of work, recruitment and performance management
 | DD | A / IA / IA / IA / IA / IA / IA / IA / I |
| Skills, Ability, Knowledge* Excellent communication skills to deliver polite, courteous and efficient customer service and to give information and advice to range of audiences on financial matters
* Analytical skills to interpret information to solve problems and make recommendations for action
* Excellent organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve re-prioritising own work (and that of the team if necessary)
* Ability to be methodical and thorough to ensure work is accurate
* Initiative to respond to unexpected problems, using recognised policies and procedures as a guide
* Calm under pressure, resilient, reliable and committed to inclusive education
* Knowledge of relevant financial best practice and legal requirements appropriate to the role, including VAT, tax, auditing and credit control
* Understand the financial functions and duties of a Multi Academy Trust
* Understanding of the financial framework and regulations that an Academy is required to operate in
* Understanding of the need of GDPR within an Academy context and the need to keep information confidential
* Understanding of why safeguarding is important when working with children and young people
 |  | A / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / I |
| Personal Qualities* Be prepared to work flexibly at all times and occasionally outside office hours
* Commitment to self-development
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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.

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|  | DATE | NAME | POST TITLE |
| PREPARED | Jul 2025 | Cynthia Watson | Finance Manager |
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