



Job title: Finance Manager

Salary / grade range	£54,689 - £62,977 (FTE) Central scale 45-53
Location	Co-op Academy Grange and Co-op Academy Southfield (single site)
Reports to	Regional Finance Director

Purpose of role:

- To provide support for the finance function at the academies
- To assist with all aspects of the development and effective operation of financial systems and procedures
- To take a lead role in budget setting and monitoring, departmental budgets, costing activities and development of budget profiles

Key accountabilities (and specific duties / responsibilities):

Financial Management

- Provide high quality financial advice and guidance to the academies' leaders
- Prepare financial forecasts, business plans and financial analysis to support the long term sustainability of the academies
- Monitor the academies' budgets and produce comprehensive management reports to ensure efficient and effective control of income and expenditure
- Update and monitor the academies' financial procedures ensuring staff comply with the Trust's financial regulations and that robust financial controls are in place
- Conduct reviews and evaluations of cost reduction opportunities, monitor the academies' contracts and service level agreements to ensure value for money in line with public procurement regulations

Financial Accounting and Reporting

- Ensure that finance systems reflect the latest accurate position for month end and year end close, ensuring relevant accounting standards are applied appropriately
- Produce annual financial accounts for each academy, prepare audit files and liaise with external and internal auditors
- Produce accurate financial reports to deadline, including reconciliations necessary to support the monthly management accounts



- Ensure each academy remains compliant with VAT requirements, ensuring VAT returns are submitted in line with Trust and HMRC guidelines
- Monitor and update each academy’s fixed asset register, including additions, disposals and transfers

Treasury Management

- Ensure that each academy has a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place
- Oversee cash management systems, ensuring internal controls covering the handling of cash are robust

Leadership and Management

- Responsible for the line management of finance staff in the academies
- Undertake tasks as directed by the Regional Finance Director with discretion and in confidence as necessary

Safeguarding, Equality & Diversity and Health & Safety

- Responsible for the promotion and practice of safeguarding the welfare of children that you come into contact with in carrying out your duties, adhering to all Trust policies and procedures
- Carry out your duties with regard to the Trust’s Equality and Diversity policies
- Comply with Health & Safety policies and procedures

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)
Qualifications <ul style="list-style-type: none"> • Degree level or equivalent • Appropriate professional qualification (i.e. ACCA, CIMA or equivalent) 		A A
Experience <ul style="list-style-type: none"> • Minimum three year’s experience in Senior Finance role, including line management responsibility • Experience of operating within an education or service sector environment 		A/I A/I



<ul style="list-style-type: none"> • Experience of Multi Academy Trust or group accounting • Experience of integrated accounting software, including business planning and forecasting • Line management experience including appraisals, staff development and training 	Desirable	A/I A/I A/I
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Up to date knowledge of financial accounting standards and legislation • Excellent leadership, communication and interpersonal skills • Strong commercial acumen and strategic thinking ability 		A/I A/I A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to build strong personal relationships and credibility at senior level across all internal functions • Enthusiastic, with an innovative approach to problem solving • Able to manage conflicting priorities and manage time effectively • Can demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. 		I I I I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.