

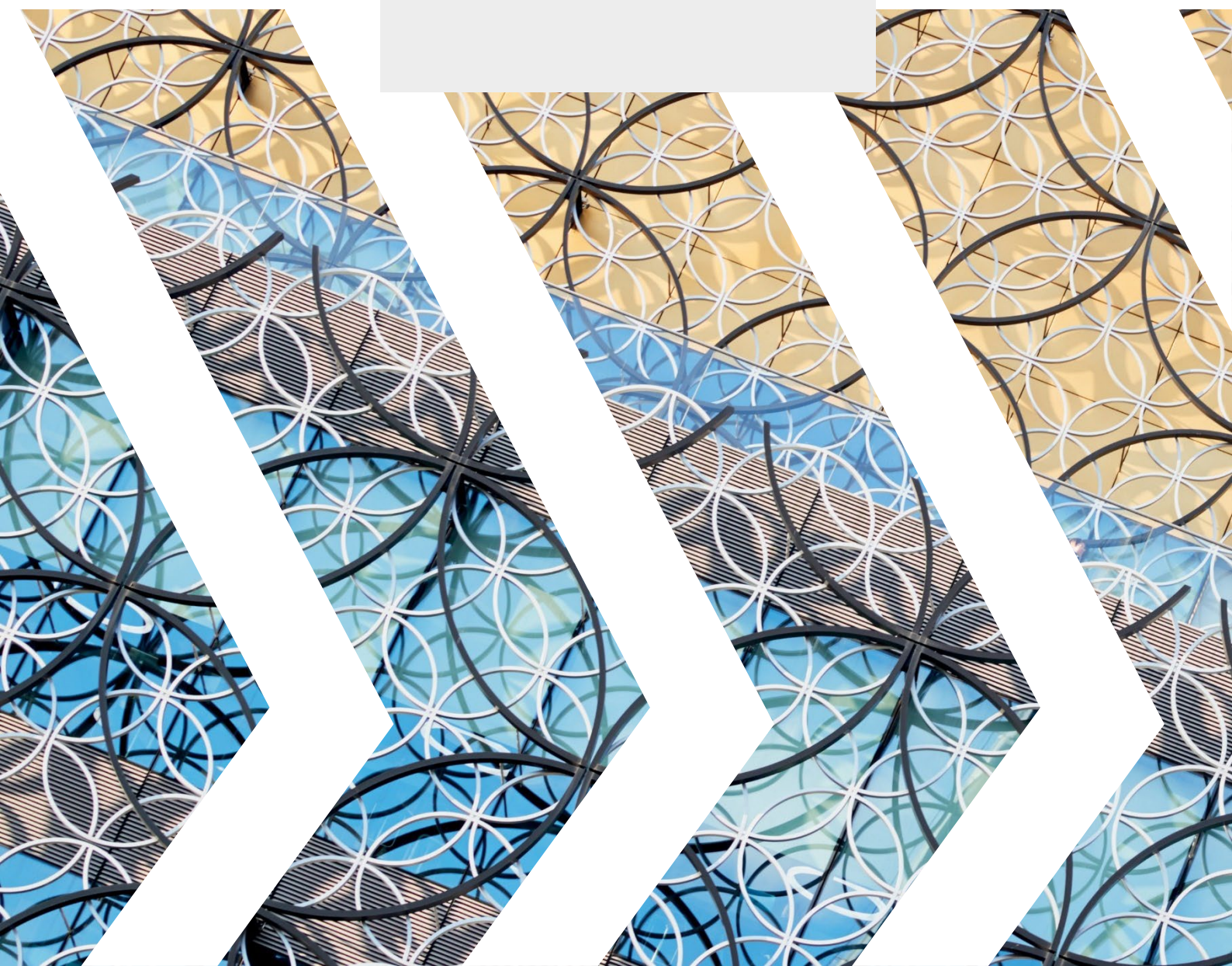


FAIRFAX
MULTI-ACADEMY TRUST



Finance Manager

JOB DESCRIPTION



JOB DESCRIPTION

Finance Manager

POST HOLDER**DEPARTMENT**

Finance

RESPONSIBLE TO

Finance & Business Operations Partner

LINE MANAGEMENT OF

Finance Officer, Procurement Administrator, Finance Assistants

SALARY

JOB PURPOSE

The purpose of the Finance Manager role is to oversee and manage the financial policy and procedures for the Trust, ensuring the accurate and efficient preparation of financial and procurement reports, including forecasts.

Reporting into the Finance & Business Operations Partner, to provide timely and accurate information which will support in strategic decision-making and reporting.

The Finance Manager will also be responsible for line managing the Finance Officer, Procurement Administrator and Finance Assistants, ensuring effective financial operations, and promoting continuous improvement in financial processes.

Through line management, the Finance Manager will ensure that financial systems and controls are robust, that financial compliance and best practices are maintained, and that all Trust financial activities are carried out in alignment with strategic goals and regulatory requirements.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Finance & Business Operations Partner or Chief Operating Officer than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Financial Management

Financial Reporting & Analysis:

- Prepare and present timely, accurate financial reports for the Trust, including monthly management accounts, procurement reports and forecasts,
- Monitor and review budget variances, ensuring corrective actions are taken when necessary.
- Present monthly budget monitoring and forecasting reports to the Finance & Business Operations Partner.
- to ensure financial targets are met.
- Provide financial information and reports to the Finance & Business Operations Partner to support strategic decision-making.
- Lead the preparation and coordination of the Trust's in-year budget forecast process.

Accounting & Compliance:

- Oversee financial transactions, ensuring they are accurately recorded and compliant with statutory and regulatory requirements.
- Ensure the timely and accurate completion of month-end and year-end procedures and audit preparation in line with Trust policies and procedures.
- Assist in the co-ordination and delivery of internal and external financial audits.
- Responsible for the management of the Trust's financial systems, ensuring effective internal controls.

Cashflow Management:

- Ensure all bank accounts including investment accounts, and credit card(s), are reconciled monthly.
- Ensure all income is posted to the finance system promptly.
- Ensure that the academies remain compliant with VAT requirements, including completion and submission of VAT returns in line with HMRC guidelines.
- Manage and report cashflow forecasting for the Trust monthly, ensuring adequate cash reserves to meet operational needs
- Support Finance & Business Operations Partner with management and reporting of cash investment deposits.

Procurement:

- Monitor and track procurement spending against budgets to ensure that financial objectives are being met.
- Prepare detailed procurement reports for the Finance & Business Operations Partner, highlighting key areas of expenditure, cost-saving opportunities, and procurement trends.
- Analyse and manage supplier contract ledger to identify areas for renewal/tender, efficiency improvements and cost reductions.
- Support the development, implementation, and ongoing review of the Trust's procurement policies and procedures.

Team Leadership & Line Management:

- Line manage allocated members of the finance team, providing leadership, support, and development opportunities for team members.
- Ensure the team's work is completed accurately, efficiently, and in line with Trust procedures.
- Conduct monthly one-to-one meetings, set clear objectives, and provide ongoing feedback to team members.

Support and Training:

- Support the Finance & Business Operations Partner on arranging procurement support and guidance to Academy staff, including non-financial managers.
- Assist in the development and implementation of financial policies, procedures, and best practices across the Trust.
- Deliver financial training to members of the Finance Team, as necessary.

Project Support:

- Provide support to the Finance & Business Operations Partner on ad-hoc projects, such as funding bids, financial modelling, or capital investment proposals.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Operating Officer may from time to time determine.

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

PERSON SPECIFICATION
Finance Manager

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post’s requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post’s requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Fully or partly qualified with an accounting qualification (e.g. ACCA / ACA / CIMA or equivalent)	✓	
Experience of working in the education sector and in multi-site settings	✓	
Have a full knowledge and understanding of the financial legislative framework for schools and in education	✓	
Understanding of business implications of trends and knowledge of how to process and capitalise on opportunities		✓
In depth knowledge and experience of financial management, financial regulations and good financial practice	✓	
Relevant experience of administration work and delegating work bearing in mind the workload and time constraints of others		✓
Good commercial acumen with the ability to balance risk and reward for the Trust		✓
Knowledge of funding streams and sources of potential income		✓
Knowledge of financial benchmarking, economies of scale and procurement processes	✓	
	✓	

Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues		
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and Email	✓	
Proficient in analysing information and supporting the Trust to make robust strategic decisions in line with the vision of the Trust	✓	
Experience of leading and managing others	✓	
Experience in coaching and training others		✓
Personal qualities and attitudes	Essential	Desirable
Strong organisational skills, ability to prioritise and meet strict deadlines	✓	
Meticulous attention to detail and a systematic approach	✓	
Inquisitive nature and excellent problem-solving skills and judgement	✓	
Ability to understand and analyse complex financial problems and to provide solutions		✓
Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be a person of integrity	✓	
Self-motivated with the ability to work autonomously with minimum supervision and as part of a team	✓	
Good communication skills	✓	
Good relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism		✓
Ability to follow set procedures	✓	
Be flexible and adaptable to change	✓	
A commitment to actively support change and evidence of identifying and implementing improvements to processes or services and a commitment to continuing professional development	✓	

Have an openness to learning and change	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	

ENRICHING LIVES; TRANSFORMING FUTURES

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.