

The Northumberland Church of England Academy

Job Description

Post Title: Finance Manager

Grade:

Responsible to: Director of Finance and Central Service

Responsible for: Finance Team

Job Purpose: Under the leadership of the Director of Finance and Central Services provide high quality leadership and management for all aspects of the finance team and ensure that the Academy gives and receives value for money

Resources	Staff	Finance Team of 5
	Finance	Revenue total £18 million
	Physical	Office Equipment
	Clients	Academy Staff, Sponsors and Governors, DfE and ESFA

Duties and key result areas:

Core purpose:

1. Be responsible for all accounting procedures and systems used by the Academy
2. Manage the Finance Team and support/implement measures for continuous development of staff.
3. Ensure the team delivers the highest standard of departmental, cross departmental and cross foundation teamwork and customer service.
4. Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through performance management
5. Ensure the Academy meets its financial and associated legal responsibilities
6. Through personal example, open commitment and clear action, value and celebrate the ethos of the Academy and support the Executive Leadership Team and the Executive Director
7. Play a strategic role in preparing the annual budget and forecasts and implement budget and forecast modelling
8. Support other departments with their budgets and requests regarding financial information
9. Production of Monthly Management Accounts (Income, Expenditure and Balance Sheet) for defined business areas, ensuring the data used is consistent and accurate
10. Direct and oversee all Academy financial activities.
11. Produce financial reports as required including initial drafting for regulators such as DfE and ESFA and in line with the AFH
12. Assist colleagues in bidding and budgeting for project grants
13. Network with other industry professionals
14. Oversee cash management and manage cash flows
15. Authorise bank payments within the financial limits of The Academy
16. Monitor and review the preparation of annual accounts, audit arrangements and statutory returns to ensure compliance with all appropriate financial and regulatory obligations, including the Memorandum and Articles of Association

17. Manage the financial systems, ensuring maximum productivity and ensure it meets the needs of the business today and in the future.
18. Assist with delivery of the Internal Assurance Plan at the direction of the Director of Finance and Central Services
19. Ensure the effective management of payroll services and pension arrangements as appropriate
20. Maintain internal financial control systems which ensure the accuracy and completeness of financial information, safeguard the Academy's assets and ensure value for money.
21. Implement systems for the provision of timely, relevant and accurate financial and management information to the Executive Leadership Team, the Board and the Governing Body and ensuring their implementation once agreed.
22. Keep an overview of all budget heads required to ensure the smooth financial operation of the Academy
23. Keep abreast of financial developments across the sector to ensure that the Academy is in position to take advantage of all monies that are at its disposal
24. Follow financial and administrative procedures and ensure compliance with the Academies Financial Handbook, and identifying improvements where possible

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	Essential car user - may be required to work across all Academy campuses
Working patterns:	Normal working pattern but may be required to work additional hours as and when required at short notice
Working conditions:	Office Environment

Person Specification

Post Title:		Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Educated to degree level Relevant professional Accounting qualification Knowledge and understanding of income generation Evidence of continued professional, managerial and personal development	Evidence of continued professional, managerial and personal development Knowledge of PS Financials accountancy software Knowledge and understanding of schools and how they work	
Experience		
Successful experience of senior operational and financial management Proven successful staff management experience Proven successful record of prioritising and delivering objectives in a complex environment Proven experience of development and management of business/commercial relationships Evidence of achieving value for money in a complex organisation		
Skills and competencies		
Ability to manage effective budgets/resources and enforce proper financial constraints Highly effective communication and interpersonal skills Evidence of meticulous attention to detail Sound business judgement Ability to analyse trends, financial literacy and problem solving skills Ability to implement financial improvement and assure VFM Ability to present financial information in a clear, concise and understandable manner Ability to establish effective interaction with other members of the organisation and when appropriate with the public Ability to analyse complex issues and information and adopt a creative approach to problem solving and achieving objectives in challenging circumstances and with competing priorities Ability to build and maintain an effective team and hold them to account Computer literate Highly developed written, oral and presentation skills		
Physical, mental and emotional demands		
Robust and resilient Flexible in outlook towards work both with regard to content and hours Ability to remain positive under challenging circumstances		
Other		
Commitment to the needs of the organisation		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits