



## Success for All Educational Trust

### Job Profile

<b>Job title:</b>	Finance Operations Manager
<b>Reports to:</b>	HR Payroll Manager/Director of Finance
<b>Grade:</b>	SO2
<b>Location</b>	The Royal Liberty School
	52 Weeks per year, 36 hours per week.
<b>Staff managed:</b>	Finance Administrative staff providing Finance services within the Multi Academy Trust.

### Job purpose and content

The post holder supports the Director of Finance in the operational management, supervision and provision of the Trusts' finance systems ensuring compliance with audit requirements. These services include:

- Accounting and financial management
- Financial ICT systems
- The management and supervision of administrative staff and functions

These services include services that are delivered directly by staff working for the Trust and services that are supplied by the local authority and/or commercial providers under contract or service level agreements i.e SIMS Support Team and Capita SIMS.

The post holder is expected to delegate administrative functions that will be delivered by administrative staff. The post holder will be expected to line manage and support the development of the wider team which will include supporting the HR payroll manager and deputising in their absence as required.

### Roles and responsibilities

1. The Trust's' finance function including:

- Incoming payments and grant claims
- The collection of debts and payments
- Banking of all cash and cheque income.
- Ordering, processing and payment for goods and services received.
- Operation of the computerised finance information system to ensure accurate and current records at all times
- Accounting, including bank arrangements, cash flow management and the closure of accounts
- Monthly reconciliation of accounts including bank reconciliation, charge card



reconciliation, prepayments, deferred income, debtors, income in advance, accruals and staff loan and sacrifice balance sheet codes.

- Closing of accounting periods as directed by the Director of Finance
  - Maintenance of schools' inventories
  - Costing of educational visits, processing of all payments, collection of income relating thereto and production of end of journey summaries.
  - Supporting end of financial year close down
  - Supporting all audits and budget forecast returns required by the Trustees, DFE and Charities Commission.
  - VAT Returns
  - Value for Money
  - Insurances
  - Completing intercompany journals ensuring that all schools accounts are correct
2. Accounting, bookkeeping and administration of the Trusts' financial resources to best practice standards and in accordance with the finance policy and Academies Financial handbook. (which the postholder will support the Director of Finance(DoF) in developing and maintaining)
  3. Day-to-day monitoring, support and help to devolved cost code and budget managers, which will include management information, budget planning and account closing
  4. Compiling monthly Trial Balance Reports following period end closures and reconciliations and providing these to the DoF to inform the monthly management accounts. Reconciliations to take account of bank, charge card, creditors, debtors, intercompany controls, prepayments, accruals and any salary sacrifice/staff loans.
  5. Year end functions which include: Recognising payments in advance and ensuring these are recorded to support the year end process, managing the order book across the Trust ensuring that there is sufficient time to reconcile payments and minimise accruals and trade creditors at year end, completing termly checks of outstanding orders to identify any duplication or orders that need to be cancelled.
  6. Support the budgeting process by profiling budgets in advance relating to known costs for future years.
  7. Identify and implement best practice across the Multi Academy Trust within areas of responsibility and establish a cycle of continuous improvement.
  8. The supervision and support of designated school support staff in the use, organisation, application and maintenance of finance systems.
  9. To ensure systems for self service within SIMS Finance is up to date and provide support for budget holders and admin staff to place orders and generate budget reports as defined by the DoF.
  10. Line Management of the Finance admin staff including:
    - Clear allocation of tasks, roles and responsibilities
    - Delivery of appraisal and lin management line with Trust policy



- Delegation of administrative duties such as inventory
  - Continuing Professional Development (i.e. AAT or equivalent if staff desire and Delivery of on-the-job training)
11. To work as part of a wider team where there may be peak periods and provide support to the HR payroll Manager where there will be skills or knowledge gaps in the short term.
  12. Take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.

**Notes:**

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. The post holder will be required to work at the crossover of financial years where leave will not be granted.
4. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time
5. The post will initially be located at The Royal Liberty School. This may change as the Multi Academy Trust develops.
6. The post holder will be expected to ensure they comply with all Health and Safety and Equality policies required of all employees within the Trust
7. The post holder will support the future development and growth of the Trust and will be valuable in sharing opinion and advice in future strategic direction.
8. The post holder will be expected to complete any additional tasks that are commensurate with the grade and expectation of the role.



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### Benchmark Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people	✓		Application & interview
Ability to manage the financial resources of the school to best practice standards	✓		Application & interview
Ability to communicate and interact effectively with adults, children and young people	✓		Application & interview
Ability to manage the information and data requirements of the school and a variety of outside agencies	✓		Application & interview
Ability to effectively use and manage ICT systems	✓		Interview
Ability to write effectively for a variety of different audiences	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
<b>Knowledge</b>			
A thorough understanding of safeguarding, health, safety and security issues in schools	✓		Application and interview
Knowledge of payroll systems and understanding of how a payroll is effectively and efficiently managed.	✓		Application and interview
Up to date knowledge in relation to recruitment, selection, vetting and the necessary records required in schools relating to safer recruitment and necessary data systems required to recruit and manage staffing.	✓		Application and interview
A thorough understanding of and personal commitment to equality of opportunity	✓		Application and interview
Through understanding and knowledge of financial and accounting procedures	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
Expert knowledge in at least two of the non finance functional areas covered by this post	✓		Application and interview
<b>Qualifications and experience</b>			
AAT or equivalent bookkeeping/Accounting qualification		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application



NVQ Level 4 or equivalent professional qualification (AAT, CIMA, CIPD, CSBM)		✓	Application
Significant relevant experience of leading and managing others.	✓		Application & interview
Significant relevant experience in finance, personnel or administrative management		✓	Application & interview
Previous experience in computerised finance, pay, personnel and administrative systems	✓		Application
Experience in the SIMS computerised packages commonly used in schools		✓	Application