

Ormiston Maritime Academy

Post: Finance & HR Manager

Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 7, salary range ppt 26-30 (actual salary range £36,124 - £39,513)
Contract	Permanent
Hours:	37 hours a week whole year round Additional hours flexible to meet the needs of the business
Responsible to:	Operations and Finance Manager

Purpose

- Overall purpose of the post is to provide a full range of finance and HR administrative and management support to the Academy.
- To effectively manage the delivery of financial administrative duties, including tasks associated with the academy financial procedures, promoting and supporting effective day-to-day financial organisation within Academy.
- To oversee the day-day administrative processes for HR, including the recruitment and advertising process, contracts of employment, induction, probation, appraisal, absence monitoring and staff files.
- Manage HR casework
- To be part of a team providing financial and HR administrative and clerical support as effectively as possible, ensuring that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

Main duties and responsibilities

Financial Support and Management

- Manage the Academy's finance systems and the finance team
- Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the Academy
- Support the Finance Director with preparation of the Academy's budget and strategic forecasts
- Ensure monthly budget reports are distributed to specific budget holders
- Responsible for the financial administration system for the Academy
- Manage procurement within the Academy, including contract management and compliance to contractual conditions

- Undertake financial analysis on current and future variations to income, expenditure and trends to inform decision making
- Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends
- Monitor the accuracy of the Academy's accounting systems and perform monthly reconciliations and reviews. Correct errors within suitable timescales and ensure prepayments, accruals, accrued and deferred income are recorded
- Maintain records and produce information for audit and compliance requirements

Payroll

- Administer and process the Academy payroll entries each month, ensure these are added to the system in line with payroll cut off points to ensure all staff are paid accurately
- Manage the payroll services for all Academy staff including pension schemes, other associated services
- Undertake a monthly check of payroll data as provided by the payroll provider against the budget to ensure all staff are paid accurately and in line with contracts, claim forms etc.

HR Support and Advice

- Manage HR systems and the HR team
- Liaise with the Regional HR Partner and the Principal with all employee relation matters
- Provide first line advice to Academy staff and the senior leadership team. Escalate issues as required or seek further advice
- Organise and support HR meetings and panels as required
- Ensure all colleagues have access to up-to-date wellbeing information
- Collaborate with relevant stakeholders to support the submission of the annual workforce census, ensuring all staff records are up to date
- Complete HR statutory returns as directed by the Trust and other agencies.

Recruitment

- Work with the Recruitment and HR Assistant and the OAT Recruitment partner to ensure the recruitment and onboarding process is managed effectively and efficiently
- Ensure all documents are compliant with GDPR
- Liaise with SLT, the OAT recruitment partner and Finance regarding upcoming recruitment
- Oversee the onboarding process
- Provide advice and guidance on employment related queries

Absence

- Oversee work undertaken by the Recruitment and HR Assistant, including:
 - Accurate recording of absence
 - Ensure return to work forms are completed and the required follow-up procedures are in place
- Advise line manager of actions required under the Supporting Staff Attendance Policy, offering support where needed

- Provide advice and support for Occupational Health referrals and risk assessments, including any follow up actions

General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code.
- The above list is not exclusive or exhaustive, and the Academy may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the post

Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
5 GCSEs (A* to C) including English and Maths or equivalent Level 2	E
Level 4 or higher qualification in a relevant discipline (e.g. AAT or CIPD)	E
Experience in a management role for a minimum of 3 to 5 years	D
Experience of working in a finance environment	E
Experience of working in a HR environment	E
Ability to manage a significant budget	E
Experience of procuring and managing services and contracts to ensure that value for money and key performance indicators are met	E
Experience of working with confidential, sensitive and complete information pertaining to purchasing and finance	E
Experience of working in a school environment interpreting Gov legislation relating to schools	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Experience of using a range of applications within Office 365 including Word, Excel & Outlook.	E
Experience of using and maintaining appropriate processes/systems within an office environment	D
Ability to work effectively to and with a range of stakeholders	E
Knowledge of legislation relevant to the post	D
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Skills and Abilities	Essential E/ Desirable D
Ability to review with systems to ensure the robust performance and actions to secure improvements.	E
Ability to manage a team – identifying solutions to problems and dealing with issues as they arise	E
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D
Proactive, flexible and adaptable.	E
Punctual, conscientious and exemplary levels of integrity.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Able to successfully work within a team.	E

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E