



## STEPHENSON (MK) TRUST

### JOB PROFILE

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<b>POST TITLE:</b>	Finance Manager	<b>GRADE:</b>	5-6, £35,235 – £40,476 (FTE)
<b>LOCATION:</b>	Stephenson Academy	<b>WEEKS:</b>	42 (term time plus 3)
<b>RESPONSIBLE TO:</b>	Chief Finance Officer	<b>HOURS:</b>	37 hours, per week

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### JOB PURPOSE

The Trust Finance Manager position offers the successful candidate an exciting opportunity to be part of the Trust's future, where collaboration and partnerships are believed to be the key to its success. This post is within the Central team structure, specifically the finance team.

The successful candidate will undertake responsibilities as a member of the Trust Central team, providing a link between the CFO and the Academy finance staff and central team members.

The post holder will deliver strategic and operational financial support to all three Academies within the Trust, whilst contributing towards the broader priorities and objectives of the Trust Finance team and Central services support function. The post holder will ensure financial regularity and compliance across the Trust to the Academies Trust Handbook (ATH), Trust policies, company and charity law.

The post holder will undertake responsibilities as a member of Trust central team, providing a key link between the Chief Financial Officer and the finance team. Their role is to run the centralised finance function of the Trust on an operational level and assist the CFO and Executive Team on a strategic level by engaging with the rest of the Central team with a collaborative approach in line with the Trust's vision and ethos

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### Key Tasks

- **Financial Management & Reporting:** Support Academies with budget planning, monitoring, and reporting, ensuring financial decisions align with the Trust's strategic goals.
- **Compliance & Audit:** Ensure all Academies meet necessary financial and audit standards as outlined in the Academy Handbook and local regulations.
- **Strategic Support:** Collaborate with school leadership teams to develop financial strategies, provide monthly budget updates, and assist in preparing reports for the Trust's Finance Committee.

- **Budget Oversight:** Aid in preparing, monitoring, and adjusting Academy budgets, advising on variations, and ensuring effective use of resources.
- **Financial Skills Development:** Provide training and support to school staff on financial procedures and systems to enhance the financial skills of school staff as appropriate.

#### **Main Purpose:**

- Support the CFO in their duties and deputise on occasion.
- Ensure financial regularity and compliance across the Trust to the Academy Trust Handbook (ATH), Trust policies, company and charity law.
- Financial leadership and support on accounting/costing matters to the wider finance team and staff across the Trust.
- Be responsible for audits and management accounts. Support with budgets, monitoring and forecasting.

#### **Financial Management/Controls**

- Provide all aspects of management accounting services to the Academies in the Trust
- Complete month-end planning and reporting cycle including balance sheet reconciliations, producing timely, quality variance reporting and analysis for the CFOe
- Preparation of the accounts in accordance with current financial best practice guidance, with all processes adhering to internal policies and the current ATH.
- Ensure that accurate and timely accounting, monitoring and forecasting is undertaken to enable effective financial decision making and secure the financial sustainability of the individual Academies and Trust.
- Monthly VAT returns
- Completion of cash flow forecasting.
- Review of fixed asset register in conjunction with Head of Operations, ensuring capitalisation and depreciation is accounted for in the accounting software.
- Continuous development of internal financial controls.
- Lead on year-end processes, including budgeting and audit.
- Lead contact for external and internal audit, ensuring action plans are developed and implemented to improve the financial practices.

#### **Operational Compliance**

- Attend and participate in finance meetings held with Academies and Principals
- Completion of monthly budget monitoring and provision of an overview of the key areas.
- Completion of the monthly management accounts, with accuracy and an understanding of the underlying narrative. Inform CFO and act where necessary.
- Updates to the working budget to reflect the current position.
- Work with Estates and IT leads to develop, implement and monitor rolling 5-year plans.
- Work with school senior leaders to provide financial support for delegated budgets.
- Assist with Integrated Curriculum Financial Planning.
- Assist Principals, budget holders and Finance Administrators with annual budget setting.

- Completion of monthly payroll reconciliations. Producing exception reports for review.

## **Management**

- Deputise for the CFO in their absence.
- Line manage the finance team, including their workload, performance appraisal reviews and leave requests.
- Provide training to the finance team and the wider Trust community.
- Development and full utilisation of the financial software (HCSS), ensuring this is reflected audit compliance, adherence to internal controls in current processes and policies.
- Promote best practice with regards to financial procedures and controls and ensure adherence to these

## **General Support Function**

- Support in the process of obtaining bids and grants, including the post-bid reporting process.
- Monitor ringfenced funds and report on these as required.
- Preparation of statutory returns.
- Ensure the smooth functioning of the purchase and sales ledger, ensuring postings are accurate.
- Lead on financial queries.
- Completion and monitoring of VAT and associated returns.
- Assist with the creation of reports and financial guidance documents.
- Keep abreast of funding and legislative changes and provide Academies with high calibre financial insight, guiding principals and staff in their strategic financial planning and management
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be requested by the CFO and senior leadership team

## Person Specification

**Job Role :** Finance Manager

**Location:** SMKT – Based at Stephenson Academy

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A formal accountancy qualification or part qualified CCAB, CIMA, ACCA, ISBL</li> <li>• A commitment to undertake high level CPD.</li> <li>• Experience in leading teams</li> <li>• Experience of presenting at meetings.</li> <li>• Experience of managing and maintaining accurate financial systems.</li> <li>• Experience in financial processes.</li> <li>• Excellent IT Skills. Excel, finance packages</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma SBM</li> <li>• Experience of Access Financials.</li> <li>• Knowledge of Charity, Company or Education legislation.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of budgets, reforecasting and reporting against significant variances</li> <li>• Accounting knowledge of journals, balance sheet and P&amp;L, including significant experience of Management accounts preparation</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information and work to a high degree of accuracy.</li> <li>• Ability to manage and deal with confidential data / issues appropriately.</li> <li>• Ability to provide and seek relevant advice to problem solve effectively.</li> <li>• Ability to proficiently use office computer software including finance, word-processing, spreadsheet, database and internet systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safer recruitment requirements in schools.</li> <li>• Knowledge of Education legislation.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act.</li> </ul>
<b>Personal Attributes</b>	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none"> <li>• Personal Integrity.</li> <li>• The ability to maintain confidentiality.</li> <li>• The ability to remain impartial.</li> <li>• A flexible approach to working hours.</li> <li>• Good interpersonal skills</li> <li>• Ability to show initiative and prioritise one's own work when under pressure.</li> <li>• Able to follow direction and work in collaboration with line manager senior leaders.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> </ul>	

	<ul style="list-style-type: none"><li>• Desire to enhance and develop skills and knowledge through CPD.</li><li>• Commitment to the highest standards of child protection and safeguarding.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li><li>• Commitment to the Trust's ethos, aims and its whole community</li></ul>	
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