

## Finance Manager Job Description

<b>Post</b>	<b>Finance Manager</b>
<b>Salary</b>	<b>G11 £38,052 to £41,846 FTE</b>
<b>Responsible to:</b>	<b>Finance and Operations Director</b>
<b>Core Purpose</b>	<p>The Finance Manager is responsible for supporting the Finance and Operations Director in delivering a high-quality finance service to the central LAAT team, existing member schools and those schools seeking to join the Trust.</p> <p>This will include overseeing transactional procedures, preparing management accounts, year-end reporting and budget production and other financial reporting as required.</p> <p>The Finance Manager will also be responsible for maintaining and developing financial controls and procedures and ensuring that these are adhered to.</p>
	<b>Key tasks and responsibilities</b>
	<p>The Finance Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Overseeing all financial transactions undertaken by either schools or the LAAT central team</li> <li>• Production of monthly and annual management accounts and forecasts, ensuring that deadlines are met</li> <li>• Production of cash flow forecasts, cash reports and overseeing with day to day banking matters</li> <li>• Preparation of year end audit schedules and liaison with external auditors</li> <li>• Supervising the Finance Assistant, managing the day to day workload and offering guidance as required</li> <li>• Ensuring that all control account reconciliations are complete and reviewed on a monthly basis</li> <li>• Maintaining fixed asset registers and reconciling these to the trial balance</li> <li>• Assist Schools with the annual budgeting process and production of reports for the central office and the LAAT overall.</li> <li>• Ensure that VAT returns are completed on a timely and accurate basis</li> <li>• Liaison with the outsourced payroll function and pension providers</li> <li>• Liaison with the Education and Skills Funding Agency and other statutory bodies</li> <li>• Dealing with queries of a financial nature from member schools and prospective new member schools in an efficient and courteous manner</li> <li>• Supporting the operation of the PS Financials accounting package and other finance systems in use by the LAAT</li> <li>• Assisting with the preparation of other financial reports and returns as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring that all finance records, both electronic and paper based, are accurately maintained and kept up to date, and held securely in accordance with Data Protection legislation</li> <li>• Managing the internal audit process</li> <li>• Ensuring that work is carried out in accordance with all relevant financial procedures</li> <li>• Working with colleagues to drive improvements to processes and controls</li> </ul>
<b>Additional Information:</b>	<p>The post holder may, from time to time, be required to carry out other duties provided they are within the general level of responsibility of the duties set out above and within the abilities of the post holder.</p> <p>The role is based in Lincoln, but some travel will be required to fulfil the role.</p>
<b>Contacts and Relationships</b>	<p>There will be regular meetings with the Finance Director and close working relationships with other members of the LAAT and Diocese of Lincoln.</p> <p>Day to day contact with Headteachers within the Trust and Academy staff, Local Governing Bodies and staff across the Diocese of Lincoln and LAAT.</p>
<b>Discretion and Consequence</b>	<p>Work will be carried out within a range of broad objectives and planning mechanisms.</p> <p>The post holder will work within the agreed policies of the trust and be expected to maintain confidentiality in all matters, adhering to Data Protection legislation.</p> <p>Work must be accurate, of a high standard and undertaken in accordance with all relevant regulations and guidance, including those laid down by the Education and Skills Funding Agency, the Companies Act and the Charities Commission.</p> <p>The consequence of decisions made by the post holder could impact on the direction and development of the trust as well as on the quality of its resource deployment and customer satisfaction.</p>
<b>Work Demands</b>	<p>The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task.</p> <p>Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.</p> <p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post.</p>
<b>Health and Safety</b>	<p>The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.</p>