

# Enrich Learning Trust Central Team

## JOB DESCRIPTION

**Name:**

**Job Title:** Finance Team Manager

**Grade:** NJC point range 23 – 28 (£26,999 to £31,171)

**Hours:** 37 hours a week, all year round

**Responsible To:** Head of Finance

**Responsible For:** Finance Team

**Location** Based at Trust Offices on Wymondham High Academy site with regular travel to the Trust's schools

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### General Responsibilities and Duties:

- Manage a multi-disciplinary Finance Team (covering payroll, sales, purchase, income/funding, and nominal ledgers) to achieve required outcomes to agreed timescales
  - Ensure that the financial transactions of the Trust are carried out in accordance with the Trust's policies and procedures and ESFA and government regulations and requirements and that the Trust's financial and budgeting systems are used to record all financial data
  - Produce high quality, accurate financial information and reports, including monthly management accounts, budgets plans and forecasts and variance analyses
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### 1. Specific Duties

#### 2. Team Management

- a. Coordinate and manage the Finance Team activities to achieve required outcomes to agreed timescales.
- b. In conjunction with the Head of Finance, complete Finance Team performance management appraisals, including the identification of training requirements
- c. Undertake regular process and work reviews to ensure financial and payroll system controls are embedded and being followed eg control accounts
- d. Ensure authorisation and other controls within the Trust's Finance Policy and procedures are applied consistently
- e. Work with the Head of Finance to ensure that the chart of accounts is fit for purpose, up to date and that coding is consistent and appropriate
- f. Work with the Head of Finance to ensure that the Finance Policy and Procedures are fit for purpose and actively contribute to their periodic review
- g. Attend Local Governing Body meetings from time to time as the Finance Team representative and present budgets and financial reports as required.
- h. In conjunction with each Head of 6<sup>th</sup> Form, organise the payment of approved bursaries to eligible students and keep the Bursary Policy up to date and compliant with regulations.
- i. Represent the Head of Finance in her absence.

#### 3. Budgeting and Business Planning

- a. Prepare annual and 3/5 year , staffing, revenue and capital budget plans for the Trust and for individual schools to meet ESFA and Trust submission and reporting deadlines

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- b. Manage the budget virement and budget revision processes and ensure all budget changes and the reasons for them are documented
- c. Ensure all properly authorised expenditure is routinely checked for accuracy and to prevent budgets being overspent without authorisation
- d. Undertake budget variance analysis and reporting to Headteachers and LGBs and to the Head of Finance
- e. Work proactively with Head Teachers and other senior leaders to develop and cost business plans and employee scenarios for revenue and capital expenditure
- f. Assist the Head of Finance with the completion of consolidated/Trust wide ESFA returns and submissions.
- g. Work with Premises and IT teams to support budget planning for these areas of expenditure and to ensure asset registers are update to date and accurate
- h. Work with Head Teachers and the Trust's HR manager to ensure that staffing budget and employee cost projections are complete, accurate and up to date.

### **4. Management Accounting and Analysis**

- a. Agree a timetable for the production of monthly management accounts for the Trust, each school and consolidated
- b. Coordinate Finance Team resources to ensure this timetable is supported by processing deadlines and month end procedures
- c. Produce monthly management accounts, including forecast outturns, for each school and the Trust, in a format agreed with the Head of Finance and the CFO
- d. Proactively discuss the management accounts and their implications with Head Teachers , each month, and keep the Head of Finance advised of any areas of financial risk
- e. Work with the Head of Finance to produce monthly consolidated Management Accounts for reporting to the CFO, the Accounting Officer and Trustees

### **5. Cash Flow & Payments**

- a. Develop and forecast cash flow for individual schools and overall, alerting the Head of Finance and taking action where necessary
- b. Work with the Head of Finance to develop and implement the Trust's Treasury management and Reserves policies.
- c. Authorise purchase orders and payments in accordance with levels of delegation within the Trust Finance Policy & Procedures and Schemes of Delegation
- d. Review/implement contract arrangements for supplies and services, identifying where these can be consolidated or amended to the advantage of the Trust

### **6. Audit**

- a. Support the work of the Internal and Financial Statements Auditors
- b. Work with the Head of Finance to ensure the implementation of recommendations from the Internal Audit reports and the Management Letter as these relating to the Finance Team and/or school procedures
- c. Manage the Finance Team to ensure that information requirements and schedules for the Financial Statements audit are prepared on a timely basis and are accurate and complete
- d. Manage the Finance Team to support the work of the Internal Auditor, providing information as requested , before, during and after audit visits, and hosting the audit team during fieldwork on site and at schools
- e. Prepare information and analysis for the Trust's auditors are required, eg depreciation; fixed assets
- f. Actively participate in the Financial Statements Audit visit ( typically during October/November), providing information, answering questions etc to ensure this is successful

### **7 Other:**

- a. Participate in large scale procurement exercises such as catering, IT providing financial information are required to support these

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- b. Participate in the due diligence processes undertaken by the Trust prior to a school converting to an academy or joining the Trust, and support transition
- c. Promote, reinforce and model the academy's commitment to safeguarding and promoting the welfare of children and young people
- d. Maintain staff and pupil confidentiality at all times
- e. Actively participate in Performance Management processes and take ownership of, identify and undertake training as appropriate
- f. Undertake other responsibilities within the overall purpose and scope of the post or as directed by the Head of Finance

Employees are required to be courteous to colleagues and students, and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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### **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

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**Signature:**

**Date:**

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