

Oak Learning Trust
Job Description – Finance Manager
Grade 8 scale points 31-35 (£43,150 - £47,664)

Job Title	Finance Manager
Responsible to	Director of Business and Finance
Job Purpose	- To support the Director of Business and Finance in the provision of a highly effective, fully compliant finance team. - To provide effective financial management and support across the trust ensuring that financial procedures, controls and reporting requirements are robust, accurate and compliant with the Academy Trust Handbook and the trust financial procedures. - Supervise, develop and support the central finance team and school-based staff responsible for finance functions.
Key Responsibilities	Financial Management and Reporting - Manage the day-to-day financial operations of the trust and its individual academies. - Maintain accurate and complete accounting records. - Provide monthly management accounts in line with the Academy Trust Handbook including income and expenditure reports, aged debtors and creditors, cashflow forecast, variance reporting and balance sheet information. - Provide annual budget statement and termly budget monitoring statements for Heads of School, Headteachers and local governing bodies. - Preparation of first draft budgets for across trust including leading on scenario planning and maintaining accurate staffing updates in budget setting software (currently IMP). Ongoing monitoring and review of budgets for monthly budget forecasting purposes. - Preparation of statutory returns to the DfE and other regulatory bodies. - To prepare documentation for, and work collaboratively with, internal and external auditors for the preparation of annual accounts and internal assurance control reports. - Maintain effective financial controls and segregation of duties. - To support in the provision of financial information and analysis to the DBF, CEO, Trust Board, Governing Bodies and the Executive leadership team in relation to national requirements, guidance and trust finance policies and procedures. - Lead the continuous improvement and development of financial systems, processes and controls, ensuring they are robust, efficient, effective and compliant with the Academy Trust Handbook. Transactional Finance - Manage the purchase ledger, sales ledger and nominal ledger activities. - Manage the processing and authorising of invoices and payments in accordance with trust procedures. - Monitor outstanding purchase orders and commitments. - Reconcile bank accounts, control accounts and other balance sheet accounts. - Preparation and submission of VAT 126 returns/claims, maintain accurate HMRC records and VAT reconciliation reports. - Trust purchasing/credit card reconciliation including maintaining accurate records and reconciliation reports. - Ensure the accurate recording of payroll, all payroll journals, accurate reconciliations of payslips, gross pay and third-party deductions. - Liaise with the trust payroll provider and HR team to maintain efficient operations.

	- Investigate and resolve financial discrepancies. - Handle all financial information with integrity and confidentiality, ensuring it is accurate, timely and appropriately authorised. Staff Development - Supervise, develop and support finance team. - Allocate workloads and monitor performance. - Performance management lead for finance team. - Provide training and guidance on financial procedures and processes, and the trust finance system to the finance team and school business teams. - Ensure consistent financial practices across the Trust academies. - Support and develop individual school staff who have responsibility for finance related functions such as purchase order processing etc.
General	- Attend and participate in training and development courses. - Attend meetings, liaise and communicate effectively with colleagues. - The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. - To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. - To read and comply with all trust policies and procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.