



Job Description

Finance Team Leader

Salary and Hours

Salary: Band B £ 31,371 – 35,934

Hours: 37 hours per week, 52 weeks per year

Role Description

Responsible to: Trust Accountant

Main Responsibilities

To support the Trust Accountant to ensure that the day-to-day finances of the individual academies within the Trust are efficient. To support individual academies with budget setting and financial reporting. Deputise for the Trust Accountant in their absence. Support the finance team with day to day operational matters.

Travel to any of the academies within the Trust.

General

- Support the performance of the Trust by delivering an efficient and effective finance service with a customer led approach
- Provide appropriate and sufficient financial support both on site at individual schools and remotely
- Attend, when appropriate, local Governing Body meetings to discuss the finances of their academy
- Manage the central financial processing functions including purchase orders, purchase invoices, credit notes, coding VAT, BACs payments, credit card payments, sales invoices, bank postings, ledger management, and journals
- Month end and year end procedures which include adjustments for accruals, prepayments and deferred income
- Month end vat report review
- Input of payroll journals and recharges
- Reconcile income (GAG) and other income to the budget
- Be the Trust expert in relation to the creditors' and debtors' ledgers
- Support the COO/CEO and Trust Accountant with financial data as required
- Review individual academy financial data by analyzing income and expenditure and ensuring spend is in line with the budget and advising the COO where issues arise



- Monitor the reserves of each academy to ensure compliance with the reserves policy
Support the setting of annual budgets in conjunction with the individual academies, forecasting for a minimum of 3 future
- Responsibility for the day-to-day financial transactions of the Academies within the Trust, acting as the main point of contact for one or more of these Academies.
- Undertake payroll reconciliations and review staffing expenditure to ensure it stays in line with the budget and the agreements in the scheme of delegation. Report significant variations or non-compliance
- Meet statutory deadlines
- Support the annual audit process
- Support with payroll reconciliation as required
- Plan, manage and embed Trust wide projects to document and enhance systems and procedures around financial processing
- Support, train and develop the finance team
- Comply with the ESFA latest version of the Academies Financial Handbook
- Comply with MITRE's finance policy
- Support with ensuring compliance with the individual academies scheme of delegation
- Become the Trust expert on the Access database, providing advice and guidance to other users and developing their financial understanding
- Support, as necessary, with any financial due diligence of potential joining schools
- Provide full financial support for new academies during the on-boarding process and in the early stages of them having joined the Trust
- Deal with queries from internal and external parties
- Manage the administration relating to the Trust bank accounts.

Additional duties:

- To play a full part in the life of the Trust, to support its distinctive aims and ethos and to encourage others to follow this example
- To participate in induction training, staff review processes and professional development opportunities
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description
- To undertake professional duties that may be reasonably assigned by the Chief Operating Officer
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.



Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions

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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - The school will endeavor 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.
 - This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Signed: _____ Chief Executive Officer

Date: _____