

Finance Manager

Applicant Pack



Contents

The vacancy.....	3
Job advert.....	3
Role summary	4
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	6
Changes to these duties.....	7
Person Specification	8
Job Title: Finance Manager	8
Knowledge, experience and skills	8
Qualifications	8
Other skills	8
Interpersonal skills	9
Child protection	9
Chorus Education Trust	10
To apply	11
Contact details	12
Secondary schools.....	12
Primary Schools.....	12
Teacher development	12

The vacancy

Job advert

Deadline for applications:	ASAP
Interviews to be held:	Interviews will be arranged on receipt of suitable applications
To start:	ASAP

Required to start as soon as possible, an experienced Finance Manager to work within the Central Team. Previous experience in an education setting would be an advantage; however, proven experience of general financial management and budget preparation and monitoring is essential.

As part of the Central Finance team, you will: be responsible for producing timely and accurate financial information using the Trust's financial and accounting systems and processes, to the standards required by the Trust, the ESFA, Audit Commission and the accountancy profession.

As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

The successful candidate will be able to work at pace, contributing effectively to the team and be a self-motivated individual. As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

Applicants are welcome to discuss any aspect of the role with Georgina Butler, Director of Finance.

Chorus Education Trust is proud to support flexible working arrangements.

Role summary

Job title:	Finance Manager	
Profile:	BS 4S	
Grade:	7	
Grade spinal point range:	SCP 27 to 31	
Salary:	£35,745 - £39,186	
Accountable SLT post:	Chief Operating Officer	
Line manager (if different):	Director of Finance	
Staff to be supervised or line managed by post holder:	May supervise Finance Assistant(s) depending on site/school(s)	
Post holder will work with:	Central Finance Team, School SLT, Other Trust Support Staff	
Holiday and sickness relief:	By and for other Finance or administrative support staff	
Purpose of job:	To manage and provide an efficient and effective financial service for the designated school(s). Leading on projects as defined. Ensuring that information produced is timely, robust, accurate and owned by appropriate individuals. Ability to critique trends, benchmark, and present information internally to leadership, LGBs etc. Ability to contribute to maintaining and developing central financial and accounting purposes.	
Version revised:	January 2022	
Contract:	Permanent	37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for producing timely and accurate financial information using the Trust's financial and accounting systems and processes, to the standards required by the Trust, the ESFA, Audit Commission and the accountancy profession.

This will include, but not be limited to:

Main Finance Duties and Responsibilities:

- Maintain accurate financial records as necessary
- Accounting and reconciliation of all income paid into the Academy/Trust and prepare for banking
- Liaison with employees, parents and third parties concerning payments due in respect of debts (including school trips), the raising of debtor accounts and credit control
- Liaise with suppliers to negotiate favourable contract terms
- Maintain debtor and creditor control accounts
- Maintenance of the School Fund accounts as/if applicable
- Ensuring accurate entry of orders and invoices into the finance system
- Preparation and authorisation of invoices for payment and liaison with creditors
- Responsible for petty cash float and petty cash transactions, as/if applicable
- Lead on Trust finance projects as defined
- To ensure compliance with the Trust's scheme of delegation
- To guide colleagues in relation to best value practice and efficient use of public monies.

Compliance with Chorus and best practice reporting requirements:

- Management of payroll process and ensure payroll is correct through liaison with payroll.
- Monthly reconciliation of control accounts, carrying out bank reconciliations and month and year end procedures.
- Complete and post month end journals for the Trust. These will include but not be limited to payroll, petty cash and credit card journals.
- Ensure monthly management accounts reflect all transactions and are produced on an accruals basis and comply with required practice, presenting the academy's true position and bringing material issues to the attention of the school leadership and central finance team.
- Month end cut off dates are complied with to enable the central team to produce consolidated month end reports in a timely fashion.

- Lead on and prepare financial reports for the academy(s) through supervising Finance Assistant(s).
- Critique trends, variances, benchmark and present internally to leadership, LGBs
- To ensure monthly meetings between Heads and BSSMs also reflect a fair presentation of the financial position and the Head's requirements are followed up on a timely basis.
- Prepare and monitor accurate monthly cash flow projections monthly.
- Assisting the central finance team in the preparation of final accounts for audit.

Budget monitoring, forecasting, and reporting:

- Assisting the Business Manager and Head in the preparation of the academy budget, in conjunction with the central team in line with the annual budget forecasting calendar.
- Be responsible for internal budget holder queries and departmental monitoring.
- To help the academy manage performance to ensure close adherence with budgets.
- Monitoring of spending against budgets and preparation of reports for budget holders, Senior Leadership Team, and governors.

Relationships and team leadership:

- Establish highly credible relationships with local leadership (Heads and LGBs) and Trust leadership as necessary, engaging them in the finance function
- Strong Excel and Access skills with the ability to develop templates for team use and disseminate/share knowledge across finance team
- Defines priorities for school finance team as a whole and allocate work accordingly, gaining colleagues strong commitment through effective supportive behaviours
- Initiate actions through the team (e.g. reminding team of deadlines/requirements through the year)
- Set the Finance Assistant(s) (As appropriate) clear objectives which are SMART and enable self-development, ensuring the performance management and regular line management support is engaging, relevant and performed on a timely basis.
- Flexibility will be required in order to meet changing situations to meet the service area needs.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.

- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Finance Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a busy finance office	✓		A/I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A/I
Experience of undertaking payroll calculations (e.g. unpaid leave, additional hours, pay awards, back pay)		✓	A/I
Experience of financial processing and systems	✓		A/I
Knowledge of financial reporting, including reporting to the DfE		✓	A/I
Awareness of the education sector		✓	A/I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience.	✓		A
Degree or equivalent in Finance or substantial relevant experience	✓		A
Other skills			
Excellent verbal and written communication skills	✓		A/I
Have a high level of accuracy and attention to detail	✓		I
Possess numeracy skills in order to perform finance calculations	✓		I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I
Ability to work independently and in accordance with defined procedures	✓		I

Able to organise and manage time effectively, and work to deadlines	✓		I
Interpersonal skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers	✓		A/I
Be flexible, committed, reliable and approachable	✓		A/I
High levels of honesty, integrity and an awareness of the importance of confidentiality	✓		A/I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A/I
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure that our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- Leading edge training and development through the South Yorkshire Teaching Hub (part of Chorus Education Trust), including NPQs and CPD opportunities.
- Support for flexible working arrangements.
- A competitive pension scheme (the Teacher's Pension Scheme for teaching staff and the relevant local government pension school for support staff).
- An ethos of being a force for good; of being part of a team that enables 'outstanding achievement for all' children and young people in our care.
- A collaborative environment encouraging knowledge sharing and support.
- Career progression opportunities within a growing, local trust.
- Discounted Westfield Health Scheme and Westfield Rewards Scheme.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Alice Pearson, HR Officer & Advisor at: recruitment@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: ASAP
- Interviews to be held: Interviews will be arranged on receipt of suitable applications

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Contact details

Secondary schools

Eckington School & Sixth Form

www.eckington.chorustrust.org

T 01246 432 849

E enquiries@eckington.chorustrust.org

Hope Valley College

www.hopevalley.chorustrust.org

T 01433 620 555

E enquiries@hopevalley.chorustrust.org

Silverdale School & Sixth Form

www.silverdale.chorustrust.org

T 0114 236 9991

E enquiries@silverdale.chorustrust.org

Westfield School

www.westfield.chorustrust.org

T 0114 248 5221

E enquiries@westfield.chorustrust.org

Teacher development

South Yorkshire Teaching Hub

www.southyorkshireteachinghub.org

T 0114 235 7980

E info@southyorkshireteachinghub.org

Sheffield Teacher Training Alliance

www.sheffieldtta.org

T 0114 235 7980

E enquiries@sheffieldtta.org

National Modern Languages SCITT

www.nationalmodernlanguages.com

T 0114 235 7980

E enquiries@nationalmodernlanguages.com

Primary Schools

Bradwell Junior School

www.bradwelljuniorschool.com

T 01433 620 473

E info@bradwell-jun.derbyshire.sch.uk

Malin Bridge Primary School & Nursery

www.malinbridge.chorustrust.org

T 0114 234 1379

E enquiries@malinbridge.chorustrust.org

Stocksbridge Junior School

www.stocksbridge-jun.sheffield.sch.uk

T 0114 288 2221

E enquiries@stocksbridge-jun.sheffield.sch.uk

www.chorustrust.org

T 0114 235 7983

E info@chorustrust.org