



Woolwich Polytechnic
School for Boys



Woolwich Polytechnic
School for Girls

Finance Manager

Job Description

Hours: 35 hours per week
Reports to: Head of Finance
Salary: £34,884 to £40,869 dependant on experience and qualifications + study support + Excellent Benefits

Purpose of the job

To work as part of the Central Finance Team in the provision of financial support across the Trust. Reporting directly to the Head of Finance to carry out day to day accounting functions in accordance with the Trust's Financial Handbook. In general, as a member of support staff to recognise and embrace the Trusts core values of Leadership, Excellence and Resilience.

To observe confidentiality at all times.

Finance

- To assist the Head of Finance in keeping the accounts of the Trust and preparing the annual Statements of Account.
- To assist the Head of Finance in safeguarding the Trust's assets and ensuring the overall business viability of the Trust over the long term.
- To produce as directed reports for the Board of Trustees.

Specifically:

- Provision of financial and other relevant information to Trustees and senior leadership, including monitoring of income and expenditure.
- Preparation as directed of annual estimates of income and expenditure for budget setting.
- Assist in the preparation of returns required by the DfE, ESFA and Teachers Pension.
- Prepare forecasts and business plans as required.
- Monitor capital expenditure and capital grant funding
- Maintain the Trust funding schedule, keeping it updated for new forms of funding and reconciling to income actually received.

- Maintain cash flow projections for current and future years, including analysing costs and other statistical records.
- Assist in the preparation of monthly management accounts.
- Prepare and submit monthly VAT return to HMRC.

Identifying and managing tactical and financial risks (including insurance)

- Reconciling the Trust bank accounts.
- To supervise the finance assistants in day-to-day operations including sales and purchase ledger.
- To ensure that financial processes comply with the Trusts Financial Handbook.
- To supervise the monthly reconciliation of control accounts and review the transactions passing through the ledgers.
- Investigate any budget variances and liaise with Senior Managers over any excessive expenditure.
- Assist in the regular review and renegotiation of tenders and contracts and prepare financial appraisals of specific projects.
- Prepare as directed information for both internal and external audits.
- To provide support and guidance to budget holders and participate in budget holder training.

Payroll

- Provide checks to the monthly payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
- Analysis and reconciliation of all payroll accounts.
- Respond to personnel payroll issues as they arise.
- Pension administration for the Trust, this includes, liaising with Teachers Pensions and LGPS on queries and the Teachers' Pension annual return.

General

- To take part in such staff training as may be agreed and be regularly appraised under the Trusts performance management scheme.
- To undertake such other appropriate duties as may, from time to time, be required.
- To be responsible for the financial oversight of trips, music lessons.
- To deputise for the Head of Finance and provide cover when other members of the Finance Team are absent.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Essential Skills:

- Ability to work as part of a team and have good interpersonal skills
- Ability to communicate both orally and in writing with pupils, staff, parents, and external agencies
- Strong organisational skills
- Knowledge of a school finance package (SIMS Finance) would be desirable but not essential
- Ability to display a high level of attention to detail
- A good knowledge of Microsoft Excel and other Microsoft office applications
- Having a flexible and proactive approach

Experience and Qualifications

- At least 3 years' experience working in a finance role
- To be part qualified or hold a professional accountancy qualification in either AAT, ACCA, ACA, CIMA or CIPFA

General:

- To promote and safeguard the welfare of students in the Trust, in accordance with relevant School Child Protection and Safeguarding policies,
- To comply with, promote and act in accordance with all School policies,
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Data Protection Officer at the earliest opportunity,
- To be responsible for always complying with health & safety legislation and guidance,
- To maintain positive and effective working relationships with colleagues, supporting them in line with your role and responsibilities,
- To liaise with all schools to keep them informed about aspects of your work and schedule which may affect the support you can give them,
- To develop your effectiveness by being responsible for ensuring your continued professional development to constantly improve your knowledge and skills,
- To identify and agree personal development objectives with your line manager,
- To be courteous and supportive to colleagues and provide a welcoming environment to all stakeholders.
- To work with the SENCO and other members of staff to record individual special needs data.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Trust.

AP Jan 2021