



Academies Trust

# Assistant Finance Manager

Manchester



**Salary:** £33,739 - £38,760

**Contract:** Full time (37 hours), permanent

**Start date:** as soon as possible

**Benefits include:**

- 30 days annual leave, plus bank holidays
- Local government pension scheme
- Childcare vouchers
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans
- On-site shop, restaurant and Nuffield Gym
- Discount on various Co-op branded products

**Closing date:** 1st February 2019

**Interviews:** TBC

**Applications must be on our application form:** please contact Jennica Rama at [jennica.rama@coop.co.uk](mailto:jennica.rama@coop.co.uk) for an application form and return your completed form to Jennica via email **OR**

Co-op Academies Trust | X99 Postal | 10704 8<sup>th</sup> Floor | 1 Angel Square | Manchester | M60 0AG

**Co-op Academies Trust** aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Greater Manchester, Stoke-on-Trent and Wirral with the Co-op acting as the sponsor. There is significant further growth in the near future.

Based at our sponsor's headquarters in central Manchester this is an exciting opportunity for someone with strong financial and technical experience to support the central Trust and provide technical advice and expertise on financial and commercial matters to the senior management team and academy governing bodies. In addition, the successful applicant will support and co-ordinate relationships with the Trust's payroll and pensions providers.

As well as having the appropriate finance qualification you will have excellent leadership, communication and interpersonal skills. In addition you will have excellent organisational skills and will be able to build strong working relationships with, and influence the work of others, where there is no supervisory / management relationship. You will also be flexible, self-motivated & resilient.

For more information about the Trust, please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

## Assistant Finance Manager

Salary - £33,739 - £38,760 (Permanent and full time)

### PURPOSE OF ROLE

To support the Trust's Finance Manager and ensure the Trust's finances are managed efficiently, ethically, professionally, with integrity and conforming to all internal and external regulatory requirements and in a sustainable sound manner. To be the catalyst for driving efficiencies across all areas of Trust both centrally and with each of the Trust's Academies. To be responsible for the coordination of all financial and management reporting across the Trust (including the financial consolidations) and report in a timely basis.

Line Manager | Finance Manager (FM)

### KEY ACCOUNTABILITIES (and specific duties/ responsibilities)

As key member of the finance team supporting the FM and members of the senior management team

- Be a significant member of the finance team and contribute to the Trust decision making process;
- Support financial planning, management reporting and budgetary control;
- Support the FM in being accountable for the effective management of the central Trust's financial resources and the provision of technical advice and expertise on financial and commercial matters to the senior management team and local governing bodies;
- Actively seek out and recommend improvements to processes within the wider Trust's finance team;
- Be responsible for the administration of the trust finance system ensuring the trust finance team are working effectively
- Be an active and supportive member of the Trust's finance team;
- Adhere to the Trust's policies and procedures as set out in any documentation available to staff, and
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, learners and those coming into contact with the academies.

### Growth & development of the Trust

- To support the FM in appraising opportunities to expand the number of academies within the Trust & to make recommendations as to the suitability of such opportunities; and
- Support the FM in evaluating the financial implications of potential incoming academies and where appropriate, successfully incorporate them into the Trust

### Financial planning, management & reporting

- Undertake financial planning and monitoring of finances across the Trust in line with best practice;

### PERFORMANCE MEASURES

- Delivery plans for financial policies and procedures being developed and implemented;
- Systems developed and being effectively used for reporting on financial data across the Trust;
- Effective communications to all relevant finance stakeholders takes place; and
- Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the Central Trust.

- Support in the timely preparation of regular management accounts, and analysis of variances with budgets, prepare regular budget reforecasts (in-line with agreed policies) and reporting thereon to the Finance and Resources Director, Senior Leadership Team and where appropriate local governing bodies;
- Support in the consolidation of the Trust's tax and VAT liabilities (responsible for the preparation of regular tax/ VAT returns);
- Contribute to the development of the Trust's financial policies, procedures and systems;
- Along with finance colleagues ensure all ESFA requirements are met within the timetable set out in EFA guidance;
- Support the FM to manage ongoing bank relationships for maximum efficiency and oversee cash arrangements and cash flow positions within the Central Trust;
- Support the FM in the preparation and consolidate the Trust's annual business plans for review and recommendation by the senior management team and ultimate approval by the Trust Board;
- Support the FM to manage the financial affairs within the Central Trust, in terms of banking, cashflow and working capital requirements ensuring that all remain financially strong and viable at all times;
- Take responsibility for the coordination and management of the relationships with the Trust's payroll and pensions providers, including day to day operational requirements;
- Produce financial information and reports as required by the Trust;
- Ensure that the central Trust has appropriate and effective financial and management information systems and controls in place;
- Liaise with internal and external auditors;
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.



	<ul style="list-style-type: none"> <li>• Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li> </ul>	✓		I

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