

## Finance and Operations Manager

**Salary - £46,359 - £53,570 (Permanent and full time)**

### PURPOSE OF ROLE

To provide support to the finance function of the Academy Trust. To assist with all aspects of development and effective operation of financial systems and procedures. To oversee academy budget setting and monitoring, departmental budget, costing activities and development of budget profiles. To be functionally responsible for those services which ensure the effective operations of the academy.

**Location** | The role will primarily be based at the Co-op Academy Manchester however, there will be occasional travel and the need to work at other Academies within the Trust.

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

#### Financial Management

- Provide high quality financial advice and guidance Business Managers, budget holders and the Senior Leadership Team;
- Support the Regional Finance Director in the preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Academy, and long term sustainability of the budget;
- Update, monitor and maintain the Academy's financial procedures and standing orders, ensuring staff comply with them and that they are compliant with the Trust's own policies and procedures, advising the Regional Finance Director of any potential breaches or non-compliance across the Academy;
- Conduct reviews and evaluations of cost reduction opportunities and regularly monitor the Academy's contracts and service level agreements to ensure value for money is achieved;
- Provide high quality financial advice and guidance to school business managers, budget holders and the Senior Leadership Team;
- Support the Regional Finance Director in monitoring all budgets and the productions of regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with Trust's financial regulations and public procurement regulations at all times;
- Support the Regional Finance Director in the preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Academies, and long term sustainability of the budgets;
- Support the Regional Finance Director to ensure that the finance systems reflect the latest accurate position, month-end close and finalisation of management reports are made in a timely and accurate manner;

### PERFORMANCE MEASURES

- Delivery plans for financial policies, monitoring, reporting and procedures being developed and implemented;
- RFDL and Academies informed and effective communication and reporting in financial matters;
- 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
- Effective day to day running of the academy site and buildings

- Development and delivery of the three year financial plan taking into account DCSF guidelines / funding and identifying additional sources of external revenue and funding;
- Preparation of the annual budget in accordance with the requirements of the Governing Body and the Trust;
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative 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.

### **Financial accounting and reporting**

- Produce annual financial statements, prepare audit files and liaise with external and internal auditors;
- Produce accurate financial reports to tight deadlines, including the reconciliations necessary to support the monthly management accounts;
- Ensure the Academy remains compliant with VAT requirements, including monitoring the Academy's VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines and those of the Trust;
- Observe month end procedures and contribute to their on-going development;
- Ensure that monthly payroll journals are processed in line with month end procedures;
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts;
- Attend and present financial management reports, budgets to Local Governing Body meetings (including Sub-committee meetings);
- Ensure accurate pension administration and be the link to GMPF and Teacher Pension schemes; and
- Monitor and update the Academy's fixed asset register, including additions, disposals, transfers and depreciation charges.

### **Treasury management**

- Ensure that the Academies have a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place;
- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust; and
- Oversight of the various aspects of treasury management across the academy (e.g. catering, theatre).

## **Audit & Compliance**

- Support the Regional Finance Director in the coordination of the external and internal audit teams, ensuring that all work is undertaken in order to meet Governance and statutory requirements; and
- Ensure robust financial controls are in place within the Academy.

## **Payroll Operations**

- Be available to support Academy based colleagues with the preparation, management and maintenance of the payroll function and hence provide an efficient and effective payroll service which is locally managed in order to meet the needs of the Academies;
- Be responsible for the required audits associated with payroll e.g. TPS audit;
- Ensure that all internal and external returns are made on time; and
- Ensure robust checks and reconciliations in place for making payroll run.

## **Operations**

- Ensuring that an appropriate catering service is in place and arrangements are regularly reviewed and monitored, providing students with healthy meals on a daily basis and catering to meet the needs of the academy;
- Ensuring that appropriate site management arrangements are in place and arrangements are regularly reviewed and monitored to deliver a safe and welcoming working environment for all and a community resource that the public aspire to use;
- Oversee the review and promotion of the academy's Travel Plan and report to governors;
- Ensure appropriate health and safety policies and procedures are in place and adhered to;
- Ensuring that ICT systems meet the requirements and needs of the academy, supporting learning and administration tasks. Working with the ICT team to review and monitor this service on a regular basis;
- Ensuring that appropriate site cleaning services are in place and arrangements are regularly reviewed and monitored, providing students and the community with a clean and welcoming learning environment;
- Ensuring that student information is up to date through a student services team that maintains student records to ensure that individual student needs and circumstances are kept up to date to allow for effective operation of the academy; and
- Ensuring that appropriate insurance cover is in place and arrangements are regularly reviewed and monitored.

## Leadership & Management

- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff;
- Keep abreast of national and local funding changes and advise on the impact of these;
- Be responsible for the performance management of other staff
  - Catering Team
  - ICT Team
  - Site Team
- As a member of the leadership team, contribute to the broader leadership duties / rota as required;
- Actively promote the Academy Trust and its services, and take a leading role where necessary and appropriate; and
- The post holder may be responsible for the line management of the finance staff within the academy, and to provide bespoke training to Trust finance administrators and others.

## Commerciality

- Explore and exploit economies of scale afforded to us as part of the Trust;
- Work with the site and community teams to maximise income from lettings; and
- Work with the community team to promote the Hive and secure use of pods.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures;
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme; and
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

## Personal Attributes Required Based On Job Description

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I)	
<b>Background &amp; knowledge</b>  This should include experience, knowledge, skills, qualifications	<b>Qualifications</b> <ul style="list-style-type: none"> <li>● Degree level or equivalent</li> <li>● Appropriate Professional Qualification (i.e. ACCA / CIMA)</li> </ul>	✓		A	
		✓		A	
	<b>Experience</b> <ul style="list-style-type: none"> <li>● Minimum three years' experience in Senior Finance role, including two with line management responsibility</li> <li>● Experience of operating within an education or service sector environment</li> <li>● Experience of MAT or group accounting</li> <li>● Experience of Integrated Accounting software procedures including business planning and investment appraisal software</li> <li>● Line management experience including appraisals, staff development and training</li> </ul>	✓		A/I	
		✓		A/I	
				✓	A/I
				✓	A/I
				✓	A/I
	<b>Skills, Ability &amp; Knowledge</b> <ul style="list-style-type: none"> <li>● Up to date knowledge of financial standards and legislation</li> <li>● Excellent organisation and administrative skills</li> <li>● Excellent leadership, communication (oral and written) and interpersonal skills</li> <li>● Proven track record of building strong personal relationships and credibility at senior level across all internal functions</li> </ul>	✓		A/I	
		✓		A/I	
		✓		A/I	
	<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● An innovative approach and high energy levels</li> </ul>	✓		I	
				I	

	<ul style="list-style-type: none"> <li>● Enthusiastic and action orientated</li> <li>● Commitment to team and strong team player</li> <li>● Strong commercial acumen and strategic thinking ability</li> <li>● Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p>
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These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Please note that the successful applicant will be required to comply with all Trust Policies.

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.