



Trust Financial Planning and Reporting Manager

Salary / grade range	£62,537 - £72,158
Location	The role will primarily be based at the Co-op Head Office, Angel Square Manchester, there will be regular travel and need to work at any of the Academies in the Trust.
Reports to	Chief Operations Officer

Purpose of role:

To provide operational leadership, financial management support and advice for the individual academies within the Trust. To contribute, as a senior finance member of the Trust, to ensure that efficient and effective operational and business management is carried to support the Trust's opportunities for future growth/ expansion. The Trust views this role as central to its continued growth strategy in terms of financial control, efficiency and effectiveness.

Key accountabilities (and specific duties / responsibilities):

Financial Management

- Be a significant member of the finance team and contribute to the Trust decision making process
- Lead on financial planning and reporting across the Trust and managing the Trust's Risk registers (via the Trust's risk management system).
- Be accountable for the effective management of the Trust's financial planning resources and the provision of technical advice and expertise on financial and commercial matters to colleagues across the Trust.
- Provide coaching, guidance and support to staff especially those with financial responsibilities and arrange training and development where required, to support effective management across the Trust.



- Develop relationships across the Trust and Co-operative Group and support the leveraging of benefits for children, staff and communities.
- Be an active and supportive member of the Trust's finance team
- Support the Chief Operating Officer / Trust Finance Manager 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;
- Lead in the preparation and implementation of financial forecasts, cash flow, business planning, reporting and regulatory returns, etc., to ensure the strategic development of the Trust's financial reporting, and long term sustainability of the budgets;
- 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.
- Observe period-end (month and annual) procedures and contribute to their on-going development.
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts.

Treasury management

- Provide support to the Trust's Academies to ensure they have a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place.
- Oversee the Trust's treasury management systems (including cash flow), ensuring that internal controls are robust.

Audit & Compliance



- Support the coordination of the external and internal audit teams, ensuring that all work is undertaken in order to meet Governance and statutory requirements.
- Support the finance colleagues to ensure robust financial controls are in place across the Trust.

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.
- Actively promote the Trust and its services, and take a leading role where necessary and appropriate.
- The post holder may be responsible for the line management of the finance staff and to provide bespoke training to Trust finance administrators and others.

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.
- To comply with Health and Safety policies, Trust statements and procedures, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • Degree level or equivalent • Appropriate Professional Qualification (i.e. ACCA / CIMA) 		A



<p>Experience</p> <ul style="list-style-type: none"> • Minimum five years' experience in Senior Finance role, including two with line management responsibility • Experience of operating within an education or service sector environment • Experience of MAT or group accounting • Experience of Integrated Accounting software procedures including business planning and investment appraisal software • Line management experience including appraisals, staff development and training 		<p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Up to date knowledge of financial standards and legislation • Excellent organisation and administrative skills • Excellent leadership, communication (oral and written) and interpersonal skills • Proven track record of building strong personal relationships and credibility at senior level across all internal functions 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • An innovative approach and high energy levels • Enthusiastic and action orientated • Commitment to team and strong team player • Strong commercial acumen and strategic thinking ability <p>Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</p>		<p> </p> <p> </p> <p> </p> <p> </p>

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, and the Ways of Being Co-op.