

Post Title **Finance Manager**

Post Ref **2020007**

Salary Grade: Band 12 (SCP 31-34 £33,799 - £36,876 FTE; pro rata £17,327-£18,900)

Hours: Part time – 20 hours per week (flexible), Term Time Only (plus INSET days) plus 4 weeks

Post Details

Hartlepool Aspire Trust is a Multi Academy Trust operating over 5 sites, including a small retail and catering outlet. The Trust operates a special academy for pupils aged 11 to 19 and a further education provider for students from the age of 19 and lifelong learners. As an Academy Trust the organisations are exempt charities, limited by guarantee.

We are seeking to appoint a Finance Manager who will be a qualified accountant (ACA/CIMA/ACCA/CIPFA). **This role will be suitable for a Management Accountant looking for a part time role (working 20 hours a week on average and 43 weeks of the year). They will be a key member of the central services team supporting a well-established Finance department.** The position requires experience and understanding of all aspects of management accounting including financial reporting, variance analysis/budget monitoring, benchmarking and budget preparation as well as ledger management and credit control. Well-developed ICT skills are essential as is confident communication both orally, written and by way of presentation. The ability to plan and prioritise workloads in order to consistently and constantly meet deadlines is vital.

The post holder, supported by a Finance Officer and Finance team, will be responsible for the production of monthly Management Accounts and financial reporting for Trustees and other stakeholders. They will meet all the relevant reporting requirements, regulations, guidance and best practice set out by regulatory bodies including the ESFA, DfE, HMRC, Companies House and the Charities Commission.

The post holder will report to the Head of Corporate Services (HCS). The Trust uses PS Financial software and Orovia budget planning tool.

Main Duties/Responsibilities

- With the support of the Finance team, produce accurate, timely monthly management accounts for all sites in line with relevant accounting standards
- Accurate and timely financial monitoring and variance reporting including benchmarking and supporting budget holders to manage budgets
- Produce annual budget and longer term financial forecasts
- Provide data, analysis and reports to assist the HCS with key financial decisions including Key Performance Indicators
- Manage year end process and liaise with external auditors including annual audit and termly compliance audits
- Manage the Trust's Finance team including planning, organising and managing workload and priorities, staff development, performance review, assisting with disciplinary and performance issues and recruitment
- Ensure all financial transactions are accurate, up to date and carried out in line with procedures and regulations

- Ensure the Trust 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
- Monitor cash flows, balances and investments
- Oversight of stock control procedures for retail training facility
- Review and assist in production of financial policies, ensuring they reflect current practices
- Liaise with external payroll department and provide all relevant documents to ensure the accurate calculation of payroll costs and other payroll related activities
- Liaise with bank relationship manager, auditors and other agencies as required and assist the tender process for professional services
- Assist in the development of financial systems and procedures and ensure effective use of financial software packages
- Submit grant applications and other fundraising requirements on behalf of the Trust as required
- Ensure the website complies with requirements for financial information
- Ensure compliance with all Trust's Finance Policies, the requirements for managing public money, the DfE Accounts Direction and Academies Financial Handbook
- All required submissions of financial information
- Embed a 'Value for Money' ethos in all financial transactions
- Comply with policies and procedures relating to child protection, health & safety, welfare, security, confidentiality and data protection reporting any concerns to the appropriate person
- Other duties as instructed by the HCS

Application Details

The applicant must meet the requirements of the **person specification** in order to be considered the post. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcoteacademy.co.uk (About Us/Vacancies).**

We welcome applications regardless of age, gender, ethnicity or religion. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Please submit completed applications to carla.smith@catcote.co.uk or post to:

**C Smith
Catcote Academy
Catcote Road
Hartlepool
TS25 4EZ**

Closing date: Friday 10th July 2020

Interviews: Week commencing 13th July 2020

Person Specification:

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
Qualifications	E1	Qualified accountant (CIMA, ACA, ACCA or CIPFA)	AF,C			
Experience & Knowledge	E3	Management Accountant role or similar with significant responsibility for financial affairs	AF,I,R	D1	Working for either a charity, or academy trust in a financial role	AF,I,R
	E4	Comprehensive experience and knowledge of all aspects of management accounting	AF,I,R	D2	Wider line management responsibilities inc admin teams	AF,I,R
	E5	Leading and motivating a finance team	AF, I, R	D3	Grant applications	AF,I,R
	E6	Reporting and presenting financial reports	AF, I, R			
	E7	Ensure compliance with policies, procedures and regulatory requirements	AF,I,R			
	E8	Extensive use and knowledge of ICT packages including Microsoft office packages and accounting and budgeting software	AF,I,R			
	E9	Knowledge of Data Protection requirements	AF			
Skills	E10	Confident communicator (written and oral)	AF,I,R			
	E11	Possess strong analytical and problem solving skills	AF,I,R			
	E12	Work well under pressure, working accurately with attention to detail and meeting deadlines	I,R			
	E13	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,I,R			
Special requirements	E14	Motivation, and emotional resilience, to work in an educational environment alongside students with special educational needs and challenging behaviours	I			
	E15	Suitability to work with children and vulnerable adults, enhanced DBS required	D			

Key – Stage	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS disclosure