****

**Finance Account Manager & Procurement Officer**

**Location:** Prosper Learning Trust Academies as designated

**Grade:** N8 (AA1198)

**Responsible to:** Finance and Operations Director

**Responsible for:** Finance Officers

**Job Purpose:** To assist the Finance and Operations Director in managing all aspects of finance across the Trust. To deliver best value procurement and contract management. To provide a high level of service to internal stakeholders. To ensure the Trust’s financial strategy is implemented effectively.

**Location:** Prosper Learning Trust Finance Office. Please note that staff may be rotated to other academies within the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is

 not necessarily exhaustive and other duties of a similar nature and level may be

 required from time to time.

**Strategic:**

* To assist the FD in preparing long-term strategic budget planning information.
* To assist the FD to manage all Trust financial software and to ensure that robust processes and procedures are in place.
* To maintain financial records that meet legal and tax requirements.
* To assist the FD in preparing budgets for Prosper Learning Trust.
* To provide information to auditors during both internal and external audits.
* To assist the FD with fraud management across the Trust.
* To assist the FD with risk management across the Trust.
* To effectively use financial and non-financial information to benchmark performance.
* To ensure that the Trust complies with all requirements of the Academies Financial Handbook, Company and Charity Law and the statutory requirements laid out by the Secretary of State for Education.

**Management:**

* To provide support to academies in all areas of finance.
* To provide training to key stakeholders in academies.
* To act as line manager to the Trust’s Finance Officers.
* To keep up to date with financial developments across the education sector.
* To oversee banking administration across the Trust

**Operational:**

* To complete BACS runs.
* To manage contracts across the Trust.
* To tender for supplies & services in accordance with the Trust’s finance policy.
* To manage accounting systems & records and to provide financial information as required.
* To complete monthly reconciliations on all Trust contol accounts.
* To assist the FD in arranging insurance for academies.
* To assist the FD in the conversion process of new academies.
* To assist in the internal audit of academies.
* To provide information to independent internal auditors as required.

**General:**

* To assist the FD in any aspects of financial management across the Trust.
* To use relevant computer systems to input accurate details, manage data, run reports and make returns as required.
* To process transactions as required.
* To ensure that support is provided to the academies and that items of a sensitive and confidential nature are dealt with appropriately.
* To provide relevant reports to stakeholders as required.

**Support for the Trust:**

* Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the Trust.
* Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
* Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
* Assist in maintaining a health, safe and secure environment and to act in accordance with the academy’s policies and procedures
* Other duties commensurate with the grade of the post as required by the Finance & Operations Director

03/06/20

|  |  |
| --- | --- |
| **Area** | **Essential/Desirable** |
| **Qualifications & Training** |  |
| GCSE ‘O’ Level or equivalent in English and Maths  | E |
| Degree or equivalent experience (ACA/ACCA/CIMA) | E |
| Evidence of continued professional development | HD |
|  |  |
| **Knowledge and Experience** |  |
| At least 3 years’ experience of middle management, gained preferably, although not necessarily, in the academy sector | HD |
| Demonstrable expertise in the completion of financial reports (i.e. management accounts, VAT returns etc) | E |
| Experience of effective procurement and tendering | HD |
| Experience of income generation | D |
|  |  |
| **Skills & Key Criteria** |  |
| Highly developed ICT skills (including Excel) | E |
| Ability to prioritise workload effectively to meet deadlines | E |
| Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills | E |
| Ability to analyse and interpret a range of complex information | E |
| Ability to work on own initiative and to organize/prioritise own workload and that of the team | E |
| Ability to maintain confidentiality | E |
|  |  |
| **Personal Attributes** |  |
| A supportive and co-operative team member with a flexible approach | E |
| Highly motivated showing resilience and reliability | E |
| A positive attitude and commitment to equality | E |
| Ability to work outside normal trust hours if the need arises | D |
| Ability to travel to trust academy locations as required | E |
|  |  |
| **Equal Opportunities** |  |
| Should indicate an acceptance of, and a commitment to, the principles of the Academy’s Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust. | E |
|  |  |
| **Safeguarding** |  |
| Commitment to the protection and safeguarding of children and young people | E |
| Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting | D |