



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

Job Description

POST TITLE: Assistant Finance Manager
GRADE: Band 8
RESPONSIBLE TO: Finance Manager

OVERALL RESPONSIBILITY

Support the management and delivery of financial services within the Trust. Contribute to the planning, development and monitoring of finance systems and procedures.

GENERAL RESPONSIBILITIES

1. To implement the aims and objectives of the Trust
2. To undertake such duties as may be reasonably directed by the CEO/CFO/COO/Headteacher including an active contribution to the organisation and development of financial services across the Trust.
3. To contribute to broader aspects of Trust/school life as opportunity and situations make relevant.

KEY TASKS

1. Assist with the strategic planning of the Trust finance services.
2. Play a key role in month end procedures including the reconciliation of control accounts and the processing and reconciliation of payroll journals.
3. Support with the production of monthly management accounts for senior leaders and directors, including the production of an appropriate narrative to explain any significant variances.
4. Support with budget monitoring across the Trust.
5. Undertake regular bank reconciliations.
6. Responsible for the reconciliation of all credit/purchasing cards.
7. Creditor and debtor control.
8. Conduct regular budget review meetings.
9. To manage the delivery of accurate and efficient payroll processing service that meets the need of the Trust and provides data and payments to third parties (i.e. HMRC, TPS, LGPS, Trade Unions) in accordance with statutory requirements and to agreed timescales.
10. Utilise the Trust's budgeting software to produce budget scenarios.
11. Authorise orders within the Trust Accountancy system.
12. Manage and maintain the Contracts Register for the Trust.
13. Support with Trust capital projects including accounting for income and expenditure.
14. Liaison with the Trust's internal and external auditors including collecting and preparing data in advance and reacting, in a timely manner, to any audit recommendations.
15. Support with the design, management and co-ordination of appropriate finance administrative systems across the Trust as required and to secure robust systems for quality controls.
16. Undertake research and obtain information to inform decisions.

17. Abide by Trust financial policies and procedures.
18. Attend Director and Governor meetings, where necessary.
19. Build effective working relationships with Directors, Governors, Headteachers, employees and external agencies.
20. Ensure General Data Protection Regulations for the Trust are followed.
21. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff.
22. 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
23. Support the vision, values and catholic ethos of the Trust and individual schools.

Any other duties as reasonably requested by the CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.