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| **JOB TITLE** | Senior Finance Manager  |
| **RESPONSIBLE TO** | CFO |
| **SUPERVISES** | Finance Managers, Finance Administrator  |
| **GRADE** | 10 | **HOURS** | 37 | **WEEKS** | 52 |

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| **JOB PURPOSE** |
| To lead the day-to-day operational finance function of the Trust, ensuring robust financial management across all 11 academies. The Senior Finance Manager will support the CFO in strategic planning, compliance, and reporting, and will play a key role in embedding strong financial controls and best practice across the Trust. |

**MAIN RESPONSIBILITIES**

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| **Strategic Financial Management** |
| * Support the CFO in developing and delivering the Trust’s long-term financial strategy
* Lead on medium- and long-term financial forecasting and scenario planning
* Contribute to the development of annual budgets across the Trust and monitor performance against them
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| **Financial Reporting and Compliance** |
| * Produce accurate monthly management accounts, forecasts, and variance analyses
* Ensure timely preparation for statutory accounts and year-end audit packs
* Assist with the preparation of DfE/ESFA returns, including the AAR, BFR, and BFRO
* Maintain compliance with the Academies Financial Handbook and all statutory financial reporting requirements
* Prepare and present to Trustees
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| **Budgeting and Financial Planning** |
| * Oversee the preparation of annual budgets with Headteachers and School Business Managers (SBMs), ensuring alignment with Trust priorities
* Monitor expenditure and income against budgets and highlight key variances
* Provide financial modelling and costing for new initiatives, capital bids, and expansion plans
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| **Financial Operations and Control** |
| * Lead and develop the central finance team, ensuring consistent processes and standards
* Maintain effective internal controls to safeguard public funds and Trust assets
* Contribute to Trust-wide procurement, ensuring value for money and compliance with regulations
* Manage cash flow and banking arrangements, including investment strategies
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| **Leadership and Stakeholder Engagement** |
| * Provide financial support to Headteachers, Trustees, and the Executive Team
* Provide financial training and support to SBMs and budget holders across the Trust
* Line manage finance staff within the central team and support finance staff in individual schools
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| To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager   |
| To actively promote the safeguarding and welfare of pupils at all times working in line with the statutory safeguarding guidance (eg: Keeping Children Safe in Education, Prevent) and the Trust and School Safeguarding and Child Protection Policies |
| Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the CEO/CFO up to or at a level consistent with the Main Responsibilities of the job |

# Person specification

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| **criteria** | **qualities** |
| **Qualifications and training** | * Professional accountancy or other relevant qualification
* Post-qualification experience in a senior financial role
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| **Experience** | * Experience in managing complex budgets and multi-site operations
* Proven leadership and line management experience
* Experience of financial reporting and managing audit.
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| **Skills** | * Strong analytical and problem-solving skills
* Excellent communication and interpersonal skills; able to explain finance to non-finance colleagues
* High level of IT literacy, particularly in Excel and financial software
* Ability to work under pressure, prioritise effectively, and meet tight deadlines
* Strong attention to detail with a commitment to accuracy and compliance
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| **Personal qualities** | * Professional integrity and a commitment to high standards of financial stewardship.
* A proactive and collaborative approach to team and Trust-wide working.
* Commitment to the values and ethos of the Multi Academy Trust.
* Willingness to travel across schools within the Trust as required.
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