Junior Finance Manager

Role Profile

Grade: Grade 9

Accountable to: Senior Finance Manager

Place of Work: Head Office & across Hamwic Education Trust (HET) schools

Hours: 37 hours per week, term time plus 2 weeks

Role remit:

- Provide first line support for finance queries
- Assist the Chief Financial Officer (CFO) in managing all aspects of finance across HET
- Support with ensuring that all schools are financially sustainable
- Support with ensuring that resources deployed across HET are providing best value
- Strengthen financial competence across HET
- Provide exceptional strategic & operational financial support to all schools
- Ensure that all schools are compliant with HET finance processes & procedures

Main Responsibilities:

1. Financial Planning:

- Support School Leaders in preparing sustainable annual and medium-term financial plans
- Support in ensuring appropriate capital development is built into financial plans

2. Management:

- To provide exceptional day to day support to the CFO, Executive Team, Finance Team, School Leaders, Business/Operations Managers, Local Governing Bodies and other stakeholders
- Provide support to schools in all areas of finance
- Complete month end adjustments & prepare schools monthly management accounts
- Maintain financial records that meet legal and tax requirements
- Keep up to date with financial developments across the education sector
- Ensure that all schools are compliant with all HET processes & procedures

3. Operational:

- Complete BACS runs as required
- Administer and maintain accounting systems & records and to provide financial information as required
- Support with the completion of monthly reconciliation of control accounts
- Support with fraud management across HET
- Ensure bank account balances are maintained at an appropriate level
- Support in delivering best value procurement strategies
- Provide information to auditors during external & internal audit
- Complete monthly checks on key processes (such as payroll reconciliations and charge cards)
- Support the induction of new School Leaders, Operations Managers and other school staff on finance
- Support in covering absence in schools as appropriate

4. General:

- Assist the CFO in any aspects of financial management across HET
- Use relevant computer systems to input accurate details, manage data, run reports and make returns as required

- Process transactions as appropriate
- Process inter-school & other journals
- Ensure that support is provided to schools and that items of a sensitive and confidential nature are dealt with appropriately
- Provide relevant reports to stakeholders as required
- Follow HET health and safety policies & to report any health and safety issues to HET's Head of Estates

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature: .....

Employee Signature: .....

Date: .....

Junior Finance Manager
Person Specification

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Ability to analyse and interpret a range of complex information	**E**
	Work planning skills (long term planning)	**E**
	Ability to effectively train, support & develop individuals with a range of financial expertise	**E**
	Highly developed ICT skills	**E**
	Understanding of key safeguarding issues and procedures	**D**
	Ability to manage budgets	**E**
	Ability/experience in using computer systems and general office systems (MS Word, Excel etc.)	**E**
Qualifications & Training	Accounting technician qualification (AAT) or equivalent	**D**
	Evidence of continued professional development	**E**
Experience	At least 2 years' experience of working in an accountancy/finance-based role, gained preferably in the education sector	**E**
	Demonstrable expertise in financial management procedures and the management of budgets	**E**
Personal Attributes	Ability to work on own initiative and to organise/prioritise own workload and that of the team	**E**
	Ability to concentrate on detailed work for long periods of time	**E**
	Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	**E**
	Ability to deal with conflicting priorities and cope with considerable pressure	**E**
	High level of emotional intelligence	**E**
	A deep commitment to the vision, values and ethos of the Trust	**E**
	Excellent communication skills	**E**
	A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	**E**
	Ability to work well under pressure and in a calm, professional manner	**E**