



Finance Manager

Salary: S01 – S02 (NJC point 23 – 28)

Full time: £30,151 - £34,723

Pro-rata: £26,672 – £30,716 based on 37-hour week,
term time only plus 10 days

Closing Date: Friday 2nd December at noon

Interview: Week commencing 5th December 2022

Start Date: ASAP depending on notice



Your future is bright.

When schools collaborate, Incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow**, **Excel**, and **Learn Together**.

What could we do, together?

David Lord, Chief Executive Officer



Why Brooksbank School?

The Brooksbank School is part of the **Together Learning Trust**, a highly respected local multi-academy trust. We are a close family of local schools, including Honley and Ryburn Valley High School, Ryburn Sixth and three primary schools. Being part of a supportive trust brings many benefits to the school, staff and students.

Working in collaboration

supports our schools to be better.

Through the professional development of leaders and staff, effective curriculum development, robust quality assurance, mutual support and great governance.



**Proud of our students.
Proud of our school.**

**We strive to deliver extraordinary education –
for every child, every day.**

By working together, we demonstrate meaningful and sustainable improvements in our schools. Our aim is to become the best at getting better.

Be part of the change.



Finance Manager

Job Description



Job Title	Job Title Name
Responsible to:	Business & Compliance Manager
Responsible for:	Finance Team
Scale/Salary	<p>S01 – S02 (NJC point 23 – 28)</p> <p>Full time: £30,151 - £34,723</p> <p>Pro-rata: £26,672 – 30,716 based on 37-hour week, term time only plus 10 days</p>
Main Purpose of the role	<ul style="list-style-type: none"> • Accurately set, monitor and report on whole school budgets, in line with the strategic plan of the school and the Trust. • Manage the staffing budget & undertake monthly payroll checks • Manage the day-to-day financial activity of the school, including ordering, invoicing & BAC's processing, bank reconciliation, income, procurement. • Train staff to ensure adherence to the Financial policies and procedures of the school and Trust. • Produce monthly financial management reports to the Business and Compliance Manager and Trust central team. • Management of Finance Team
Main Duties & deliverables	<p>Budget setting, monitoring and reporting</p> <ul style="list-style-type: none"> • Work with the Business and Compliance Manager and CFO on budget preparations using the Trust's Budget Software. • Input agreed budgets to the schools accounting system • Monitor cost centres and liaise with budget holders to ensure budgets are managed correctly • Prepare monthly management reports for the Head of School, governors and the Trust • Complete month end reconciliations in line with Trust procedures, including bank reconciliations and control account reconciliations • Work with Head of School, Business & Operations Manager and CFO of the Trust to ensure budgets are achievable and identify potential variances and actions required to address these variances • Assist with consolidating the Trust Financial accounts when required • Discuss the financial reports on a monthly basis with the Head of School, Business & Operations Manager ensuring reports are accurate and fit for purpose. • Provide timely information to assist in the compilation of the Consolidated accounts of the Trust • Contribute to the schools strategic finance plan. • Carry out Financial Benchmarking on an annual basis <p>Staffing Budget & Payroll Checks</p> <ul style="list-style-type: none"> • Prepare the staffing budget using the Trusts budget software in conjunction with the Business & Compliance Manager. Monitor the staffing budget on a monthly basis taking into account any changes in contracts during the year. • Assist with changes to staff contracts and timely information given to the schools payroll provider. • Checking and processing additional hours claims for payroll • Checking payroll reports, identify variances and completing payroll journals • Check the BACs payment for all payroll transactions on a monthly basis, in readiness for authorisation by Business & compliance manager and Head of School.

Routine Financial activity including Procurement, Contracts / SLA Management

- Overseeing the checking and posting of invoices & transactions for accuracy, ensuring separation of duty
- Ensure VAT is correctly accounted for.
- Responsible for ensuring that the Trust procurement procedures are adhered to for all financial transactions, ensuring that budget holders are aware of the correct procedures
- Ensure payments to suppliers are completed on a timely basis
- Manage and assist the Financial Assistants to ensure that all the financial procedures of the school are carried out efficiently and effectively
- First Point of contact for purchase ledger queries
- Ensure systems are in place to enable all income owed to the school is billed and collected in a timely manner.
- Where required carry out journal transactions.
- Work with and provide information for the Trust CFO and Business/Operations Manager to improve central procurement and contract management
- Ensure Trust procurement procedures are followed at all times This includes obtaining value for money on all contracts and procurement
- Carry out IR35 checks for self employed people when required.
- Maintain a register of contracts & Service Level Agreements (SLA) which details value, expiry date and cancellation terms. Inform key staff when contracts are expiring.

Other Duties

- Ensure that the Free school Meal register is updated regularly on the MIS system
- ensure adequate banking / cash collection arrangements are in place
- Ensure that the Fixed Asset register of the school is updated annually for additions and disposals, ensure all disposals is authorised and recorded.
- Ensure all journal recharges are carried out on a regular basis, such as photocopying recharges.
- Account for the Bursary Payments to 6th Form students
- Monitor Catering income and expenditure to ensure all costs are covered. Support with the calculation of school meal prices.
- Monitor Lettings income and expenditure to ensure all costs are covered and a profit is generated where possible.
- Monitor grant expenditure as required by the conditions of the grant and ensure all grant income is collected
 - Review systems in place and assist with the implementation of new systems to assist smooth transition.
- Ensure that the school adheres to the Academy Trust Handbook in relation to all financial matters.
- Assist the Schools Educational Visit Coordinator and departments to ensure all trips are thoroughly costed
- Ensure staff understand the procedures for trips and that payments have been set up by the finance team
- Working with our Health and Safety Adviser and EVAC, assist staff in using EVOLVE making sure risk assessments are put on in a timely fashion and are fit for purpose
- Recruitment, development and performance management of the finance team, setting targets and monitoring workload.

Year End/Annual procedures

- Prepare academic year end forecast outturn positions and financial year end forecast outturn positions for the CFO.
- With assistance from Business and Compliance Manager prepare the year end accounts ready for consolidation into Trust account, including control accounts.
- Keep a register of all assets which are required for depreciation purposes.

	<ul style="list-style-type: none"> • Prepare all the documentation required by the auditors. • Assist or prepare annual submission of grant returns. • Assist with preparation of the annual Workforce census return <p>Audit and Financial Procedures</p> <ul style="list-style-type: none"> • Be the main point of contact for both internal and external audit visits and ensuring that all relevant information is provided to them • Take responsibility for ensuring that audit recommendations are implemented and report to Business and Compliance Manager any concerns. • Attend the Trust business and Compliance Team meetings when required. <p>Deputising for Business and Compliance Manager</p> <ul style="list-style-type: none"> • With the support of the Trust central team deputise for the Business and Compliance Manager where appropriate in their absence,
Expected Behaviours	<ul style="list-style-type: none"> • Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager, including ad hoc support during out of academy hour events, such as governor's meetings, open evenings. Your main working hours will be during school hours. • Be able to work collaboratively as part of a team • Develop positive working relationships with colleagues • Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors • Work with his or her line manager to develop and implement a professional development plan • Use feedback and personal reflection to improve his or her own working practices • Where relevant, maintain first aid accreditation • Understand how the role supports the quality of teaching and learning • Understand the roles of external agencies and how to work with them as required • Follow all processes for the handling and banking of money meticulously • Know, understand and follow all procedures for the management of the schools finances, if working on financial matters • Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role. • Retrieve and share the various types of information required by the post holders specific role • Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment • Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes • Ensure that documents are prepared and data is entered into IT systems accurately and on time • Answer telephones promptly and with a respectful and professional manner • Be familiar with all policies and procedures that are relevant for the role • Know where to get help and support • Know the limits of the role and when to refer people or issues elsewhere • Maintain confidentiality at all times • Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures • Maintain a safe working environment for yourself and other including the completion of risk assessments • Undertake stocktaking and ordering of materials and equipment as required •
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p>

	<p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
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	<p>The post will be based at The Brooksbank School, however you may be expected to attend meetings and work from our schools in the Trust located in Calderdale and Kirklees. As the Trust develops and grows you may be required to work as part of the central team. The post will be categorised as a casual car user.</p>
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<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	
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Finance Manager

Person Specification



THE
BROOKSBANK
SCHOOL

To be assessed through application, reference and interview

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Accounting Qualifications e.g. AAT, CIMA, ACCA, ICAEW, etc (Note: Professional experience in a similar role will be seen as equivalent)	✓	
Qualified to degree level		✓
Good general education, including GCSE grade C or equivalent in Maths	✓	
Experience		
Experience in using Accounting Software packages	✓	
Experience in using Excel and other Microsoft packages	✓	
An excellent track record of recent, relevant professional development		✓
Experience of Managing staff		✓
Evidence of Good Financial Practice	✓	
Skills and Abilities		
Skills to motivate and lead others	✓	
Have the vision to plan the way ahead and get things done	✓	
Excellent organisational skills	✓	
Ability to manage and lead a team	✓	
Sound Knowledge of good Accounting Practice	✓	
High level of Confidentiality	✓	
Efficient Record Keeping	✓	
Build relationships with students, colleagues and parents and external agencies	✓	
Ability to communicate to a range of audiences	✓	
Efficient administrator	✓	
Demonstrate good judgement	✓	
Think creatively and imaginatively to anticipate, identify and solve problems whilst under pressure	✓	
Personal Attributes		
Good up to date knowledge and skills	✓	
Good ICT Skills	✓	
Professional	✓	
Ability to work in a team and get the best out of people	✓	
Achieve challenging professional goals	✓	
Determination to succeed and have the highest possible expectations of self and others	✓	
Ability to work under pressure	✓	
Sensitive to the needs of others	✓	
Supportive	✓	
Sense of Humour	✓	
Vision, imagination and creativity	✓	