

Finance Manager

Department: Central Trust Team and Great Marlow School

Salary Range: £35,432 to £40,679 FTE depending on experience

Full/Part time (min 30 hours per week), 52 weeks

Reporting to: Chief Financial Officer of Marlow Education Trust and Business Manager of Great Marlow School, working closely with the Trust's HR Director

Responsible for: line management of finance team within the Trust and Great Marlow School

Liasing with: CEO, Trustees, Headteachers, Executive Leadership Team, Governors, Teaching and Support Staff, Outside Agencies and the Trust's Central Team

Location: Central Services Office in Marlow

Required as soon as possible

JOB PURPOSE

This is a newly created role which is being introduced to support the centralisation and future growth of the Trust. This hands-on role will be responsible for preparation of monthly management accounts, ensuring all transactions and month-end processes are carried out, preparation of balance sheet, capital projects and fixed assets reconciliations , line management of finance officers and assistants, as well as oversight of accounts payable, accounts receivable and VAT returns. You will be involved in cash flow forecasting, treasury/banking processes, budgeting/forecasting process, monthly reporting, variance analysis and more. You will support the CFO and the Business Manager, and work closely with all schools' leadership teams and Headteachers.

The successful candidate will have previous financial experience and recognised accounting qualification, ideally in a school environment, and will be flexible and able to demonstrate an ability to adapt to a changing environment. You will be professional in your approach to all aspects of the role, extremely well organised, a team player and competent with accounting and procurement software, MsOffice and Google Suites.

Main Responsibilities

- Lead the production of monthly and annual financial statements, including payroll and balance sheets reconciliations, income and expenditure, and cash flow statements
- Lead on payroll preparation including staff cost allocation on a monthly basis
- Lead the production of regular re-forecasts during the academic year
- Prepare and post monthly and annual prepayment and accruals
- Maintain fixed asset register and post depreciation
- Monitor of capital projects income and expenditure and carry out necessary postings at the end of each project
- Ensure compliance with VAT, taxation, and other liabilities, minimizing amounts due while meeting legal requirements
- Undertake a credit control function thus ensuring that the payment of outstanding sums are received as swiftly as possible
- Liaise with auditors and facilitate all audit arrangements
- Manage finance team in the central services and Great Marlow School and work closely with School Leaders to provide consistent financial information to all schools
- Collaborate with the CFO to design and implement new financial systems and processes, ensuring efficiency and effectiveness while maintaining strong internal controls
- Act as an extended part of the schools' Senior Leadership Teams, providing high-level support to their back-office functions
- Support schools in setting reliable and realistic budgets based on consistent planning assumptions
- Monitor and identify corrective actions when necessary to ensure budget adherence
- Serve as a liaison between the finance team and our schools, providing support and equipping them to carry out their roles effectively
- Develop the knowledge and understanding of the Trust's schools' Leadership Teams, fostering professional relationships and networking opportunities between schools

Other

- Work within school policies and procedures, including participating in performance management and professional development as required
- Contributing to the development of systems and procedures, sharing best practice with colleagues and proactively seeking opportunities for improvement
- Support and provide cover within the finance team as required
- Promote the ethos of the Trust
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students
- The post holder is responsible for ensuring all Child Protection and Safeguarding policies are adhered to and that any concerns or incidents are raised in accordance with these policies
- To undertake any other task as directed by the CFO and the Business Manager commensurate with the level of post

Person Specification

		ESSENTIAL	DESIRABLE
Qualifications	Educated to A-level (or equivalent)	√	
	Higher or Further education	√	
	Recognised accounting qualification or working towards, including a university degree	√	
Professional Experience Professional Competencies and Skills	Experience gained in a financial management	√	
	Experience of working with Xero		√
	Experience of working with Parentpay and experience gained working in a School environment		√
	Strong administrative skills	√	
	Able to use a range of standard ICT packages to a high standard	√	
	Knowledge of VAT returns and calculations	√	
People Management Skills	Effective communicator with children, staff and parents	√	
	An effective team player, working with colleagues collaboratively	√	

Personal Qualities	Flexibility and adaptability Excellent accuracy and attention to detail High level of confidentiality, discretion and tact Ability to prioritise tasks and organise time effectively Ability to work to strict deadlines Willingness to contribute to the wider life of the school.	✓ ✓ ✓ ✓	
Safeguarding Children	Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing) Knowledge of safeguarding children legislation and good practice	✓ ✓	

How to Apply

For an application form please visit www.swbgs.com or www.marlowet.org and click on Vacancies

9.00am Monday 9th December 2024

Deadline for application

We reserve the right to close the vacancy early should suitable candidates apply before the closing date

Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR, at lcupitt-jones@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.

All shortlisted candidates will be subject to an online search as part of the safer recruitment process.