

JOB DESCRIPTION

Post	Finance Manager
Grade	PO4
Hours	36 hours per week
Term time pattern	Full year
School/Location	Wandle Learning Partnership, proudly part of Wandle Learning Trust Based at Chesterton Primary School, Battersea <i>(The postholder may also be required to work at other schools and sites within the Wandle Learning Trust depending on the role and the nature of the responsibilities).</i>
Reports to	Head of Operations / Head of Finance
Line manages	Finance assistant

Context

Wandle Learning Partnership (WLP) is the curriculum and teacher development arm of the Wandle Learning Trust. It includes our DfE designated Maths, English and Teaching School hubs, as well as offering a comprehensive CPD program and school improvement service. It is the centre of a professional learning community, bringing together an extensive and diverse range of educational organisations all of which share a determined commitment to improving educational outcomes for children and providing professional development opportunities for those employed in education.

Purpose of the Job

- Provide professional management, leadership and monitoring of financial operations for Wandle Learning Partnership (WLP). The post holder will be one of the links between WLP and Wandle Learning Trust (WLT) head office.
- Lead on the production of the monthly management accounts and the consolidated financial statements.
- Ensure compliance with WLT financial regulations, legislative requirements and the Academy Trust Handbook.

Liaison with:

- The post-holder is expected to interact with colleagues on a professional level in order to promote a mutual understanding of WLT vision and values.
- The post-holder will be expected to network and liaise across the range of external providers

Main Responsibilities

- Lead on the preparation of the management accounts, including analysing variances, applying an appropriate level of challenge and scrutiny, producing accurate and robust forecasts and providing sufficient commentary to support the latest financial position.

- Lead on budget setting, ensuring that proposed budgets accurately reflect the future needs of the service whilst complying with funding/regulatory requirements.
- Assist in the year-end closedown processes through the production of accurate working papers.
- Maintain strong internal controls to safeguard assets and reduce the risk of fraud and error.
- Use financial software (PS Financials) alongside Microsoft Excel to record and maintain financial data.
- Develop and maintain Key Performance Indicators (KPIs) to measure financial and operational efficiencies.
- Input into the review and development of policies, strategies and guidance notes.
- To oversee the collection of all debt and ensure invoices are paid on time.
- Be responsible for any DfE financial monitoring returns, working with staff to ensure that all funding is spent and accounted for in a timely manner
- Line Manage more junior finance team members, working with the Head of Operations on recruitment, training, probationary reviews and annual appraisals
- Ensure day-to-day financial operations are performed in accordance with legislative and regulatory requirements, relevant accounting standards and the Trust's policies and procedures.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Co-CEOs, CFOO, Directors, and other senior Leadership to carry out appropriate duties within the context of the job, skills and grade.

Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- Because this post allows substantial access to children, candidates are required to undergo an enhanced CRB (Criminal Records Bureau) check.

PERSON SPECIFICATION

Finance Manager

	Essential	Desirable
Qualifications		
Part Qualified Accountant or qualified by experience	x	
Educated to Degree Level or Equivalent		x
Experience		
Experience of working with different financial software packages and strong use of Microsoft Excel	x	
Proven experience of designing and implementing financial management process and controls		x
Proficiency in financial management including budget monitoring and control, business modelling, financial reporting and annual accounts	x	
Previous experience in a public sector environment		x
Experience of working in a similar role		x
Previous experience of generating income and preparing bids for grant funding		x
Knowledge and Understanding		
Good knowledge of Microsoft Office	x	
Understanding of safeguarding requirements	x	
Knowledge of academy financial accounting requirements		x
An understanding of the principles and practice of risk management		x
An understanding of the Education Sector		x
Skills and Abilities		
High level of detail and analytical mindset	x	
Excellent interpersonal communication skills (verbal and written)	x	
Excellent time management and prioritisation skills	x	
Ability to demonstrate resilience while under pressure	x	
Experienced in building successful and productive stakeholder relationships	x	
Collaborative, works well in a team	x	

Date Reviewed: _____