

POSITION:	Regional Finance Manager
REPORTS TO:	Head of Finance
RESPONSIBLE FOR:	Senior Finance Officers and Finance Assistants
PAYSCALE:	c£45K plus generous pension scheme and other attractive benefits including a minimum of 32 days annual leave
LOCATION	Balham, although travel to designated Academies across South London
CONTRACT:	Full time, 36 hours per week, 52 weeks per year Permanent

PURPOSE OF THE JOB

- To provide finance leadership, support and guidance to local finance teams, Head Teachers and Academy Leadership Teams, with the development and management of Academies budgets.
- To line manage Senior Finance Officer and Finance Assistants within the cluster.
- To present budgets and financial monitoring returns to the central finance team.
- Seek to maximise grant funding from the Education Skills and Funding Agency (ESFA) and local authorities and interpret local authority and academy finance as appropriate.
- To pursue cost effective and shared resources, including develop and implementation of local objectives, systems, processes relating to Finance and best value for money.
- To undertake central Trust finance duties as directed
- To present clear and concise financial information both verbally and in written form and ensure that academies are in compliance with group policy, the Academy Finance Handbook, management and audit reports, scheme of delegation and other finance policies and procedures.
- To provide Academy finance monitoring, audit workbooks and internal control to enable a consistent approach to information required by Head Office, internal and external auditors.
- To maintain financial oversight of other core Academy operational functions; HR, Premises, ICT and other support functions as appropriate. Reliance on key individuals at each Academy who manage these functions day to day.

Liaison with:

- Trust Finance Staff, Senior Finance Officers, Finance Assistants, Executive Heads, Head Teachers, Academy Budget Holders and auditors.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Support to existing academies:

- Review and provide financial support to the finance staff in the cluster, ensuring monthly accounts, forecast outturn and reports are accurate and timely.
- Review all internal control documents and workbooks to ensure they are complete and accurately reflect the control environment.

- Offer systems and accounting support to WLT Academies in the local area/cluster, identifying and implementing region synergies in consultation with the Central Finance Team.
- Contribute to the strategic direction of WLT Academies and assist Head teachers to develop financial plans, taking into account the ESFA and relevant government guidelines and other sources of information including the parameters set by WLT.
- Support Academies with the preparation of the monthly management accounts, forecasts, internal control checklists, audit work books and other financial and non-financial reports. Explain all significant variances and compliance issues to all relevant stakeholders, in accordance with agreed timetables.
- Assist with the development and implementation of robust systems to manage budgets, supporting the Trust and Executive Heads to ensure that spending remains within agreed limits.
- Ensure that Academies are compliant with group policies, account processing and reconciliations are performed as directed by WLT.
- Optimise the benefit to the Academies of funding from grants and other sources, by identifying funding opportunities, ensuring that opportunities are utilised, ensuring that out of hours use of grounds and premises is maximised to generate income, drafting funding bids, interpreting criteria and advising colleagues within the Academies to ensure that funding is used appropriately.
- Identify and develop strategies for the area/cluster that will benefit and contribute to the overall effectiveness and efficiency of the Academies, such as exploring synergies and opportunities for partnership working, shared services and resources and value for money.
- Support and manage academies external audit data collection requirements and internal audit visits and reporting, answering all queries in a timely manner, and supporting suggested improvements.
- Taking a lead in key financial projects and improvement initiatives.
- To have responsibility for the management of key finance personnel within the designated Academies, in conjunction with the Head Teachers
- Working flexibly across the designated academies, building good working relationships with Head Office, Academy finance staff and Head teachers.
- Investigating better ways of working and introducing measures to improve systems and achieve economies of scale where possible.

New Academies responsibilities

- To assist in the preparation of budgets for new WLT Academies within the area, if appropriate
- Providing post-opening support to new academies, ensuring accounts, forecasts and reports are accurate and timely. This will also include reviewing all internal control documents to ensure they are complete and accurately reflect the control environment of the academy.

General Administration

- Filing and Electronic Filing and maintaining of office records and responsible for archiving.

- Such other duties of an administrative nature as may be required by the Trust Finance Staff.
- Any reasonable request made by Central Finance Staff.
- All staff have a responsibility for the safeguarding and promotion of well-being of all pupils.
- Health and physical capacity for the post.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- The Trust is able to support staff where there are opportunities for development. This may be in the form of assisting towards the cost of the qualification i.e. AAT
- This post is based across Academies in South London

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Trust Finance Staff to carry out appropriate duties within the context of the job, skills and grade.

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