

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	Trust Finance Manager
GRADE	Grade 11 - £46,570 to £52,200
RESPONSIBLE TO	Director of Academies (Business Management)
PURPOSE OF THE JOB	<p>To support a number of academies in their financial management. You will be responsible for ensuring each academy abides by Brigantia's financial regulations and support the provision of timely management information in a prescribed format.</p> <p>Having shared responsibility for the day to day management of transactions of Brigantia Trust, including any related companies.</p> <p>Providing expert professional advice to ensure effective finance systems and procedures are operated across the organisation.</p>

JOB DESCRIPTION

- Ensure compliance with the Brigantia Financial Management and Administration Policy.
- Line management of the staff within the Trust finance team
- Advise and liaise with Principals/Directors of Phase and the central finance team on budgetary controls, financial systems and processes.
- Maintain and/or oversight of all central transactions for the Trust. This may include:
 - VAT Returns and PAYE Settlement agreements
 - Central Procurement
 - Recharges/Inter-company transactions
- Preparation of management accounts for each academy and/or Brigantia Core Team.
- Review of monthly financial returns submitted by the academies to core, reconciliation of control accounts and ensuring all transactions have been posted correctly.
- Work with the academies to agree and set budgets to be reviewed by the Director of Academies (Business Management)
- Work with the Principals to ensure the working budgets reflect up to date data and staffing structures.
- Answer day to day finance queries raised by academy staff.
- Work with the Director of Academies (Business Management) to ensure returns to DfE/ESFA are made within the timescales set out within the Academies Financial Handbook.
- Work with the Director of Academies (Business Management) in the preparation of the statutory accounts for the Trust.
- Review or preparation of journals as required.
- Attend Governance meetings as required.
- Identify areas for training and development of the Trust finance team.
- To understand the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, including making a referral to local authority children's social care where there are concerns about a child's welfare.
- To comply with all Trust policies and procedures at all times.
- To participate in training and other learning activities and performance development as required.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Trust.