

## Job Description: Senior Finance Manager

Reporting to:	Regional Finance Director
Location:	Birmingham Region
Contract:	Permanent
Salary:	£44 - £52k

### The Role

As Senior Finance Manager, you will be an integral part of the team responsible for ensuring high standards of financial probity within the Cluster academies. As a line manager and subject matter expert, you will lead by example and provide professional leadership across the Region, in partnership with stakeholders. You will be flexible and open minded in your approach and be prepared to take on future changes within the Cluster as required.

It is essential that you have excellent communication and leadership skills and promote the ethos of Ark Schools. You will manage the monthly financial processes, ensuring compliance with the Academies Financial Handbook across. You will also support the Regional Finance Director as directed with consolidation of the region's school reports and regional analysis and projects. This role will support up to 3 schools, where there SFM has fewer schools additional capacity will be direct by the RFD

### Cluster - Key Responsibilities

- Strategically partner with the schools' Principals and Senior Leadership Team to ensure the best educational delivery is obtained within the schools' budgets
- Take responsibility for the academies' financial accounting procedures, ensuring financial handbooks are kept up to date and all policies and procedures are adhered to across the cluster, ensuring a clear direction of responsibility for finance managers
- Ensure financial filing systems and records are continually updated and appropriate evidence of financial controls are always available for audit
- Ensure timely production and issue of financial reports and returns, as required for your Cluster
- Prepare (or review) the management accounts and related analysis, posting of month end journals, ensuring bank and control account reconciliations are carried out monthly in line with the Ark month-end pack
- Be responsible for monthly cash flow forecasting and highlighting any areas of concern across the cluster to the RFD
- Take responsibility for ensuring payroll and pensions processing is managed efficiently and correctly across the cluster
- Ensure that the capital and reserves accounting is correctly processed within the Cluster
- Consolidate monthly management accounts in partnership with other SFM's within the region for submission to the RFD.

- To work closely with school Principal's/Leaders across the cluster to ensure financial information is up to date and available for review
- Ensuring records and appropriate evidence of financial controls are continually updated and available for audit
- Prepare monthly financial reports and analysis for the Finance Link Governor, meeting at least 4 times per year in line with FLG and Governors requests and school needs and attending LGBs as directed by the RFD across the cluster.
- Prepare annual budget forecasts and termly reforecasting in support of the Regional Finance Director, with final approval by the Management Team and LGB's.
- Ensuring that monthly reconciliations are carried out in line with the Ark month end pack
- Be responsible for bank reconciliations and monthly cash flow forecasting and highlighting any areas of concern across the cluster to the RFD
- Take responsibility for ensuring that intercompany accounts are reconciled and journals posted accordingly
- Take responsibility for ensuring payroll and pensions processing is managed efficiently and correctly across the cluster
- Ensure that all Fixed Assets are treated in line with the Ark Policy
- Ensure support and communications are consistent across the cluster, diarising regular meetings with Principals, thus promoting excellent working relationships
- Take responsibility for and line management of Finance Managers and Finance Assistants, including arranging appropriate training and development across the cluster, conducting induction, probation and performance management reviews. Identifying succession plans where the opportunity arises
- Ensure that HCSS is up-dated in line with termly reforecasting and annual budgeting requirements and on-going payroll information
- To support the Finance Manager with HCSS ensuring all data is accurate and captured in line with Ark Financial Procedures
- Support the Regional Finance Director and school Operations Managers/ Directors to ensure goods and services are processed in compliance with current and relevant procurement legislation
- Being pro-active in identifying and pursuing income generating activities across the cluster
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards
- Sharing best practice across the region, promoting a positive environment and delivering training on new initiatives
- Support the cluster finance team with managing work-loads, delegating and stepping in as required
- Own, analyse and report financial data in ways that underpins best practice and develops cost reduction strategies as appropriate
- Deputise for the RFD as required

## Other

- Carry out other reasonable tasks as directed by the Regional Finance Director
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: Senior Finance Manager

### Qualification Criteria

- Right to work in the UK
- Qualified/part-qualified accountant (ACCA or CIMA or ACA)
- **Knowledge, Skills and Experience**
  - Demonstrable finance management skills, including managing through others to deliver - effectively motivating and engaging team members
  - Experience of running effective administrative and financial systems
  - Experience of working across a number of financial institutions or managing projects managing conflicting priorities
  - High level of proficiency with Microsoft Office
  - Experience using financial databases and confidence and interest in learning new technologies
  - Demonstrable finance management skills, including managing through others to deliver - effectively motivating and engaging team members
  - Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations
  - Ability to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
  - Able to manage conflicting priorities and achieve stretching objectives
  - Experience of providing ad hoc financial analysis to support decision making
  - Experience in managing and negotiating contracts, tenders and agreements
  - Understanding of relevant legislation, policies and procedures and the ability to apply this understanding to real situations
  - Professional integrity and resilience, being resourceful and solution-oriented
  - Knowledge and understanding of the education sector, desirable

## Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and you understanding how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- Works productively in a high pressure environment
- High standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.