



## Job Outline

# Academies Finance Manager

Responsible to: Trust Finance Manager

Salary Grade: LGPS 7 - 8

Full time/Part time: Full time, full year

## Job Purpose

The key responsibilities of this post will be:

- To provide professional timely financial guidance and support to the Sigma schools
- To carry out financial management administration across multiple academies, multi-phase, in accordance with the appropriate EFA and Sigma finance regulations and policies
- To support the Chief Finance and Operations Officer (COFO) and Headteachers with budget monitoring and reporting.
- To be responsible for preparing Monthly Management accounts.
- To oversee debt management
- To be responsible for authorising orders up to an agreed limit

Special Features:

The post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role as needed and/or at the request of the CEO and Headteachers.

## Responsibilities

- To ensure all orders are authorised within the limits delegated in the Finance Regulations
- To assist with the procurement process ensuring all necessary quotes are obtained in line with regulations.
- Load the annual budget, and budget adjustments, onto the accounting system
- Prepare and distribute budget information to budget holders at the beginning of the academic year
- In liaison with the Payroll Officer prepare and post the payroll journals onto the accounting system.
- To review budgets and highlight any concerns during the year to the Trust Finance Manager



- In liaison with the Trust Finance Manager, create and maintain the Preferred Supplier List (PSL) to secure the most effective procurement process
- Support the Trust Finance Manager with monthly management accounts with particular responsibility for expenditure; control accounts; capital accounts
- Ensure all income due to the schools is received and posted to the correct nominals
- Support and take an active role, as determined by the Trust Management Accountant, Trust Finance Manager, COFO and Audit Committee, in the internal audit function
- To liaise with the Bank when necessary and ensure that their records are consistent with The Sigma Trust finance regulations
- To ensure the safe recording and keeping of all bank stationery: charge card; cheque book etc
- To ensure compliance with data protection regulations;
- To attend meetings across The Sigma Trust sites as needed and/or at the request of the CEO and the Board of Trustees.

#### 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
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Academies Finance Manager will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the COFO and will be reviewed annually.

**GREATER THAN THE SUM OF ITS PARTS**