



HISP Multi Academy Trust Job Description Trust Finance Manager

Salary:	HCC Pay Scale F (£33,652 - £37,875) depending on relevant experience
Hours:	37 hours per week, Monday to Friday
Contract:	Permanent
Holidays:	25 days per annum plus banks holidays
Location:	Across the Multi Academy Trust as is required
Responsible to:	Chief Financial Officer
Responsible for:	A team of 4 Finance Assistants

Priorities

- To contribute to the effective running of the Trust providing financial and administrative support under the direction of the Chief Financial Officer (CFO)
- To Provide effective and efficient management of the day to day Trust finance function including payroll
- To support the Chief Finance Officer in ensuring best value for money is achieved

Primary Roles

Financial Management & Payroll

- To take day to day line management of the Trust central finance team
- Work with the CFO in ensuring the systems and processes are efficient and effective
- To take the lead role in the administration/training on the Trust financial software (Iris Financials) ensuring the reporting structure meets the business needs of the Trust and that month end procedures are implemented
- To ensure all Trust bank accounts are reconciled and income and expenditure is correctly accounted for including funds from the Department for Education and Local Authority
- To ensure all income due to the Trust is promptly collected and creditors are paid in accordance with agreed terms and conditions. To prepare and monitor a cash flow plan based on budget forecasts prepared by the Finance Business Partner
- To organise and carry out all transfers of monies between the Trust and its Trading Subsidiary (Thornden School Services Ltd) carrying out all appropriate checks including checking of paperwork and balances on Iris Financials before passing to the CFO for authorisation
- To reconcile Trust control accounts and trial balance on a monthly basis and maintain the fixed asset register/departmental inventories
- To prepare all prepayments and accruals schedules as required & cash flow forecasts
- To prepare the monthly VAT return for the Trust and quarterly VAT return for Thornden School Services before passing to the CFO for authorisation
- To work closely with the Finance Business Partner in developing reporting and monitoring processes for budget managers and Trustees
- To work with the CFO in preparing DfE returns and associated working papers

- To support the CFO with the preparation of the annual audited account and maintaining the year end schedules
- To provide ad-hoc support to the CFO with regards to financial reports and analysis
- To work with the HR Manager in preparation and reconciliation of the monthly payroll

MAT Ethos

- To support the ethos of the HISP Multi Academy Trust, and to encourage all students to follow this example.

Other

- Work co-operatively with others towards shared goals
- To be aware of and comply with policies and procedures including those relating to child protection, health & safety and security & confidentiality
- To participate in on-going training, other learning activities and professional development as required
- To undertake other duties as required by the CFO commensurate with the grade of the post

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.