
Alban Academies Trust

Job Description



Position:	Trust Finance Lead
Reporting to:	COO, Alban Academies Trust
Hours:	15-20 hours per week, term time + 2 weeks
Salary:	M1
Start Date:	July 2022

Outline of role

This job description relates to work in the core team of the Alban Academies Trust (AAT) – a cross-phase, multi-academy trust based in St. Albans, Hertfordshire.

As Finance Lead you will be responsible for the oversight of all Trust school financial operations in order to provide support to school finance teams and to ensure adherence to the Academy Trust Handbook and AAT Financial Procedures. A key role will be to produce the consolidation of accounts across the Trust and prepare and present financial reports to the various stakeholders that accurately represent and predict the financial performance of the AAT.

Relationships

- Work closely with the COO to ensure smooth operation of all finance matters for the Trust
- Work closely with finance teams and Trust Operations Director to ensure all functions and reports are in line with Trust procedures
- Be a point of contact for the Internal and external auditors to understand their expectations and to ensure schools comply with all aspects of audit requirements
- Work closely with the COO raising any concerns arising at any of the schools within the Trust

Financial Management

- Ensure monthly management information from each school is both accurate and fulfils the requirements of the Trust
- Review of monthly reconciliations and budget monitoring reports for all schools and academies, highlighting areas requiring attention to the COO and provide feedback to schools
- Support the preparation of annual school budgets and performance data in conjunction with school Operation Managers and Trust Operations Director
- Work with school Finance Managers to ensure fixed asset registers are complete and accurate and that any SCA expenditure is identified correctly
- Monitor and oversee SCA capital spend against budget, reporting any variances as necessary
- Provide support and guidance to schools in the preparation of reports and papers for the LGB committees
- Work with the Trust Finance Manager to ensure that intercompany entries are accurately recorded and reflected in all school accounts
- Work with COO to prepare papers for Trustee committee meetings
- Take the lead on preparing monthly consolidated financial reports for all schools

- Plan, organise and manage own workload to ensure contribution to the Trust's monthly financial reporting process is achieved in a timely and accurate manner
- Assist the COO in the production of benchmarking reports for distribution to the Trust Board and LGBs
- Regularly review internal controls and systems to ensure they meet the requirements of the Trust
- Preparation and distribution of Trust-wide financial manuals and guidance notes
- Support the COO in the preparation of DfE returns and other financial statements
- Assist auditors in their preparation of the annual statutory accounts, annual accounts return (AAR) in accordance with the relevant legislation and guidance issued by the ESFA, liaising with schools as necessary
- Work with Finance teams and payroll providers to ensure that the annual TPS audit is accurate and timely
- Ensure gift aid claims are processed in a timely fashion
- Ensuring compliance with HMRC, submit the group VAT returns prepared by the Trust Finance Manager
- Work with the Trading Company Finance Officer to ensure that distributions are accurately recorded
- Monitor Trust compliance to the DfE chart of accounts and adjust nominals as necessary to meet requirements
- Work with COO to oversee the SAGE set up for all schools ensuring that consistent practice is in place and that the SAGE system meets the needs of schools

Support Potential Schools Joining Trust

- To work with the team carrying out the due diligence of potential new Schools to ensure all financial risks are identified for any new academies coming into the Trust
- To work with a joining school to ensure systems and processes are aligned with AAT's Financial Procedures.
- Ensure financial reporting is aligned to AATs with robust budget monitoring and financially viable long-term plans
- To support the set-up of and the migration of new school's finances onto the Trusts finance system and arrange adequate training is provided to finance staff within the school to ensure a smooth transition into the trust on conversion

Other Responsibilities

- Any other duties that may be deemed appropriate to this role.

Professional Standards

- Support the aims of the AAT and each school at all times and endeavour to promote our development as a powerful learning community
- Have due regard for the need to safeguard children's well-being, in accordance with statutory provisions and the trust and schools' procedures
- Treat all members of the community, colleagues and children, with respect and consideration
- Ensure that conduct within and beyond the Trust does nothing to undermine the integrity of the trust or teaching profession
- Treat all staff and children fairly, consistently and without prejudice
- Set an excellent example to staff and children in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the AAT and each school by attendance at, and participation in, various events (where appropriate)
- Take responsibility for your own professional development and participate in staff training when provided and seeking out other opportunities for personal development
- Read and adhere to the various policies of the AAT and each school
- Be proactive and take responsibility for matters relating to Health and Safety

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder's professional responsibilities and duties.

Person Specification

		Essential	Desirable
Qualifications/Knowledge			
1.	Management /degree qualification or relevant experience	x	
2.	Qualified member of a relevant professional institute	x	
Experience			
1.	A strong understanding of financial account preparation	x	
2.	Good technical accounting skills	x	
3.	Experience of finance relating to an educational setting		x
4.	Demonstrate relevant management experience	x	
5.	5 years' experience in Finance	x	
6.	Good knowledge of academies accounting.		x
7.	Knowledge of finance packages (SAGE an advantage)		x
Personal Qualities/Skills			
1.	Capable of organising and prioritising a competing workload to meet deadlines	x	
2.	Ability to build strong working relationships with Trustees, Local Governors, Trust and school staff.	x	
3.	Ability to work under pressure and unsupervised on own initiative	x	
4.	Making informed suggestions for improvement	x	
5.	Attention to detail and accuracy	x	
6.	Ability to interpret complex data	x	
7.	Good ICT literacy to use Google Suite and MS Office packages	x	