



Job Description

Job Title: ATLP Finance Manager

Grade: Grade 4

Hours of work: 37

Weeks worked: 52.142 per year, all year around

Responsible to: Senior Finance Manager

Job Purpose:

To be the main point of contact for Head teachers and budget holders in financial management and budget forecast planning and monitoring whilst ensuring compliance with the Trust's Finance Policy and the Academy Trust Handbook.

Key Responsibilities:

1. Prepare monthly budget monitoring reports for specified schools.
2. Assist in month end and year end procedures.
3. Income tracking and ensuring funding is correctly applied for. Budget planning and forecasting.
4. Update and maintain budget planning software.
5. Provide advice and guidance on financial matters, e.g. budget costing, budgetary control, year-end forecasts and financial systems.
6. Providing timely financial management information and reports to relevant stakeholders.
7. To keep abreast of current educational developments that have implications for finance and undertake relevant CPD when appropriate.
8. Liaise with other finance team members across the Partnership sharing best practice.

Additional conditions:

- All staff have a responsibility for promoting and safeguarding the welfare of children and young people.
- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- The above duties are neither exclusive or exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.
- The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them.
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the ATLP.

This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder.

Signed: _____ Postholder

_____ Date