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**JOB TITLE Operations Manager - Finance**

**GRADE** BAND 13

**RESPONSIBLE TO** Executive Head/CEO

**POST REFERENCE**

**Purpose of the Post**

As a member of the Trust’s Senior Operations’ Team effectively assist and support the Executive Head/CEO, the Trustees, Academies within the Trust and their Local Governing Bodies in:-

* Leading, organising and managing the Trust’s finance and administration services. Lead on the planning, development and monitoring of administrative services and supervision of administration staff, including co-ordination and delegation of relevant activities.
* Manage the Trusts financial systems to ensure robust financial control.
* Responsible for budget preparation including development and maintenance of systems for financial performance monitoring.
* Responsible for developing, reviewing and monitoring policies to ensure Trust compliance and financial integrity at both a national and local level.
* To ensure statutory duties within the remit of the post are met.
* Provide strategic vision and leadership to all aspects of Financial Management
* Lead the Trust through any future changes in financial and administrative processes.
* The core purpose of the role will be to lead and manage all Financial and Administrative aspects of the Academy, in order that the Executive Head can focus on teaching and learning and raising standards.

**Reporting to**

Executive Head/CEO of Extol

**Main Functions**

* As a member of the Senior Operations’ Team, contribute to the overall strategic direction, performance and development of the Trust.
* Responsible for the full financial cycle including ensuring detailed summary reports and projections of each academies financial position are provided to the trustees, local governing bodies and committees.
* Manage the Trust’s financial systems to ensure tight financial control through compliance with all relevant regulations, current legislation and requirements.
* Budget preparation, and development and maintenance of systems for financial performance monitoring.
* The preparation of annual and multi-year financial estimates and forecasts.
* Take a lead role in planning, development, design, organisation and monitoring of support systems, and pertinent procedures and policies
* Developing, monitoring and reviewing policies to ensure Trust compliance and financial integrity.
* Interpreting matters of policy, procedure and statute at Executive Team level
* The accurate monitoring of budgets, grants, other special funding, and the capital programme, including updating the Budget during the year to reflect additional allocations, as well as to update future forecasts where necessary
* The production of financial management reports for the Trust as required.
* The compilation of relevant claims, returns and financial statistics and liaison with auditors, grant providers and other external agencies.
* To undertake the VAT return.
* Process HMRC payments and FMS Journals
* Oversee the updating of the financial asset register (depreciation & renewal plans)
* Ensure that the annual accounts are properly audited, presented and adequately supported by the underlying books and records of each constituent academy
* Undertake the completion of FMGS & EFA auditor visits
* The preparation of reports and attendance at Governing Body and Directors meetings, including relevant sub-committees and presentation of financial information.
* Take a lead role in marketing and promoting the Trust
* Operate the financial systems as required maintaining accurate and factual records in doing so.
* Financial evaluation, together with reports containing recommendations and evaluation of new projects and policies.
* Preparation of and submission of bids for funding to external agencies.
* The development of capital bids and financial capital monitoring as appropriate.
* The completion of Audit Self Assessment Returns.
* Undertaking financial duties to aid and support the conversion process of any School wishing to join the Trust, including at Due Diligence stage.
* Advise upon, and implement, legislation and Government circulars.
* Assisting Trust budget holders in understanding and managing their budget position to maximise best value towards effective optimisation of resources.
* Undertake the preparation of final accounts and the annual statutory accounts in accordance with relevant accounting and statutory requirements.
* Maximising income streams using an innovative and entrepreneurial approach within the constraints of financial policies and procedures.
* Raising purchase orders, track, and secure budget holder approval.
* Raising monthly invoices, monitoring income and debt collection.
* Authorise invoices and orders and ensure full segregation of duties
* Arranging and/or procuring services and resources ensuring best value in doing so.
* Where appropriate, devising strategies and action plans to improve the financial systems of the school.
* Ensure appropriate risk management arrangements are in place for the Trust
* Working with relevant partners and stakeholders in a spirit of partnership and collaboration and developing effective working relationships for the benefit of the Trust
* Maintaining an up to date knowledge of legislation and national policy and to ensure the Trust is briefed on changes and emerging best practice.
* Disseminating good financial practice throughout the Trust.
* Ensuring that working procedures and practises comply with the Trust’s statutory duties, policies and procedural guidelines.
* Dealing with enquiries from DfE, EFA, the public and other parties as directed by the Executive Headteacher
* Responsible for submission of Annual Accounts to Companies House, Department of Education and Secretary of State.
* Providing a copy of Annual Accounts to Members of the Board.
* Implement and review the annual work programme of the Support Services
* Liaise with payroll providers
* Actively promoting the Trust’s policies.
* Complying with the Trust’s Health and Safety policy, undertaking risk assessments as appropriate.

**General requirements:**

Attendance at and participation in training and development activities

Attending meetings and liaising, communicating and establishing constructive relationships with colleagues in school, parents/carers, multi agencies and other relevant bodies

Be an effective role model for pupils and colleagues by demonstrating and promoting the positive values, ethos, attitudes and behaviour expected by Extol Academy Trust

To have due regard to confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of Extol Academy Trust

#### Developments

The work of the Academy Trust changes and develops continuously which in turn requires post holders to adapt and adjust. The functions / responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will involve discussion and consultation with the post holder and where necessary, with a trade union representative.