



## JOB DESCRIPTION

**Job Title:** Trust Finance Manager  
**Reporting to:** Chief Financial Office  
**Responsible for:** Trust Office Support Staff  
**Location:** Birmingham / Nishkam School Trust – Head Office

The Trust Finance Manager will be a key member of the Trust’s leadership team and will serve a leadership role in managing the operation of the non-teaching functions of the Trust, including Financial Management, IT Transactional Agreement, compliance, and administration. The Trust Finance Manager will drive the creation and improvement of efficient and high-quality systems and processes across the Trust.

Duties & Responsibilities	
<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• To provide senior leadership and strategic direction and operational management for the non-curriculum management functions of the Trust.</li> <li>• To support the Director of Finances &amp; Resources (CFO) in fostering a culture of continuous improvement within the Trust and its schools.</li> <li>• Lead the central finance function and be responsible for managing the organisation’s financial systems.</li> <li>• Advise on and ensure effective provision of financial management across the Trust and provide professional support and advice to all Schools and extended services within the Trust.</li> <li>• Develop, implement, and monitor Trust-wide processes for all support service functions and ensure that each School is compliant with all regulations and policy requirements; providing training to School-based staff to ensure consistent application.</li> <li>• Provide clear information, advice, and recommendations to the leadership teams at each School.</li> <li>• To be responsible as a member of the Trust’s Senior Leadership team to take the lead on projects, policy formulation, strategic management, and service development across the Trust.</li> <li>• To advise, lead, and negotiate on behalf of the Trust in external matters such as contracts, procurement, and funding bids.</li> <li>• Ensure that each School makes the best possible use of resources through effective planning considering all financial and other resources implications.</li> <li>• Ensure school systems and processes are effective and documented centrally.</li> <li>• Uphold operational vision for the Trust.</li> <li>• Collate key KPIs for primary, secondary, and at the Trust level each month and analyse trends. Using the Schools Financial Benchmarking tool, compare trends to other Schools and Trusts of a similar size.</li> </ul>
<b>Financial Management and Reporting:</b>	<ul style="list-style-type: none"> <li>• To liaise with the CFO to prepare and analyse the monthly budget and long-term budget plans.</li> <li>• Responsibility for balance sheet reconciliations and variance analysis.</li> <li>• Journal processing including ensuring the correct accounting of accruals and prepayments.</li> <li>• Supporting the Trust operational directors and managers with financial information/narratives, budgets, and pricing for grant applications, tenders, and submissions, and other fundraised income.</li> <li>• To be responsible for monitoring income and ensure funding is received from the ESFA producing financial reports including reconciliation as required.</li> <li>• To be the primary contact for ESFA dealing with all finance queries across the Trust; and for completing and submitting all annual financial information in liaison with the CFO.</li> </ul>

	<ul style="list-style-type: none"> <li>• Improve and develop financial forecasts and best value procedures.</li> <li>• To manage and evaluate service level agreements and keep such contracts under review to secure best value for the Trust in the areas of service contracts, capital projects, and insurance policies.</li> <li>• To negotiate, manage, and monitor contracts, tenders, and agreements for the provision of services and explore cost-saving initiatives.</li> <li>• To be responsible for and investigate the availability of biddable funds and advise in the completion and submission of these bids.</li> <li>• To review and monitor the controllable expenditure items and control systems ensuring all aspects of academy finance policy and procedures are in line with relevant statutory regulations.</li> <li>• Ensure each School adheres to the Trust's fiscal policy and procedures.</li> <li>• To be responsible for checking and authorising payments and ensuring accurate and timely payment schedules.</li> <li>• To produce a five-year plan for each School on capital expenditure ensuring appropriate procurement is in place.</li> <li>• To maintain an up-to-date knowledge of Academy finance issues, statutory and legislative changes.</li> <li>• Work closely with the CFO to provide regular updates on Trust operational and business issues preparing the management accounts summary for Trust meetings.</li> <li>• Be responsible for payroll modelling for in-year, budget, and three-year estimates. This will involve working with School Heads to understand growth aspirations, class sizes, pay scale movements, contracts (FT or PT) and regional differences.</li> </ul>
<b>IT:</b>	<ul style="list-style-type: none"> <li>• To be responsible for monitoring and reporting of ICT tickets to all key stakeholders.</li> <li>• To ensure regular root cause analysis is undertaken with appropriate remedy agreed ensuring appropriate documentation is maintained.</li> <li>• To continually review service provision in line with the Trust's growth strategy.</li> </ul>
<b>Line Management:</b>	<ul style="list-style-type: none"> <li>• To manage the Trust Reconciliation Officer.</li> <li>• To motivate the wider Trust Team ensuring the office is well organised and effective.</li> <li>• To train, develop and mentoring for the Trust Reconciliation Officer.</li> </ul>

Ideally you will be fully ACCA/ACA or CIMA Qualified with relevant post qualification experience. Finance experience within an educational environment is desirable.

- Experience as part of a broad finance function with hands-on experience of management reporting, budget holder partnering, and financial controls.
- Demonstrated the ability to work with senior management and operational directors outside of finance.
- Ability to analyse, interpret, and present information clearly and concisely enabling management decision-making.
- Strong all-round IT skills with a good level of Excel skills.
- Experience and knowledge of Xero for Education is desirable.
- Ability to manage workload and deliver outputs to specific deadlines.
- Some staff management experience is desirable.