

<b>JOB TITLE:</b>	Finance Manager
<b>EMPLOYER:</b>	Oxford Diocesan Schools Trust (ODST)
<b>LOCATION:</b>	Based at Diocesan offices in Oxfordshire, with travel within the Diocese of Oxford as required.
<b>CONTRACTED HOURS:</b>	0.8 – 1.0 FTE (30-37 hrs per week)
<b>ACCOUNTABLE TO:</b>	Chief Operating Officer (which includes the Finance Director role), ODST
<b>RESPONSIBLE FOR:</b>	Finance Team (currently 3 staff members)
<b>KEY RELATIONSHIPS:</b>	Contact and liaison with schools in ODST, as well as colleagues employed centrally in ODST and the Oxford Diocese Board of Education (ODBE)

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The Oxford Diocesan Schools Trust (ODST) was set up in July 2012 to provide a suitable vehicle for schools in the Oxford Diocese to come together in a not-for-profit multi-academy Trust.

Open to both community and church schools, ODST has grown rapidly and as of January 2018 has 30 member schools in Oxfordshire and East Berkshire, with further growth anticipated over the next 12 months. We aim to offer partnership with our schools where they can share best practice and work in support of one another, with the added benefit of the central resource which the Trust can provide.

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation's vision and values.

### **Job purpose**

Working alongside the Finance Director/ Chief Operating Officer, the post-holder will lead on day-to-day Trust finance matters and will provide specific expertise in long-term financial management, ensuring that all requirements of the Department for Education (DfE) and Education Funding Agency (EfA) are met. The post-holder will work closely with Headteachers and School Staff to ensure compliance with financial procedures (including the purchasing of services, and the preparation and monitoring of individual Academy budgets) and statutory obligations.

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### **Principal Accountabilities**

1. Professional management of financial services for ODST
2. Ensuring compliance with all audit requirements
3. Business Support

## **Key Duties and Responsibilities**

### **Financial Management:**

- Ensure that ODST has appropriate financial systems in place, and that they are managed in accordance with agreed policies, timetables and statutory guidelines;
- Oversee and manage the work of finance team members (including performance reviews and development);
- Manage appropriate accounting procedures to control, monitor and disburse each school's budget, including routine financial arrangements;
- Work with school-based finance staff to ensure the production of monthly/ quarterly management accounts and timely, accurate and appropriate reports and financial forecasts for ODST;
- Support the Chief Operating Officer in the production of financial information for ODST Trustees and Committees;
- Oversight of the financial accounting system (PS Financials) and management of the relationship with the supplier to ensure the needs of ODST are met;
- Oversee and monitor accuracy of payroll information (in liaison with the HR team and payroll provider);
- Oversee and monitor pension reporting processes (i.e. Teachers' Pensions and the LGPS) in liaison with the HR team and pension providers;
- Monitor the cashflow model for the Trust and schools, ensuring that this is updated and monitored;
- Oversee the preparation and submission of VAT 126 returns;
- Oversee the financial management by Local Governing Bodies (LGBs) in each Academy and prepare and present school- and Trust level reports on budgets and financial positions as appropriate;
- Support school-based finance staff as appropriate within the member schools of ODST.

### **Audit Services:**

- Advise the Chief Operating Officer/Finance Director and the Board on external and internal audit arrangements, as required by financial regulations and memoranda;
- Support the Chief Operating Officer and auditors in the preparation and sign-off of year end statutory accounts and audit files
- Liaise with auditors and facilitate all audit arrangements;
- Implement audit requirements as applicable in member schools of ODST and centrally.

### **Business Support:**

- Contribute to the development and review of the strategic business plan, ensuring that objectives are linked to the overall long term financial plan of ODST;
- Line management and development of the ODST finance team (presently 3 heads, 2.2 FTE);
- Support the senior leadership team on projects as required, both centrally and at school level, including writing bids for funding;
- Promote best practice and ensure compliance with the financial policies and procedures set out in ODST's internal financial procedures manual and the Academies Financial Handbook;
- Promote a culture of continuous improvement within all finance processes and transactions, to enable shared learning and best practice across Trust schools;
- Deliver bespoke training to school-based finance staff and governors as appropriate;
- Contribute to procurement arrangements for ODST as appropriate.

## **Contact with others**

### ***Internal***

- The post-holder is accountable on a day-to-day basis to the Finance Director/ Chief Operating Officer, with ultimate accountability to the Board of Trustees for ODST;
- All staff members of the ODST including its member schools;
- Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff.

### ***External***

- Chairs of Governors, governors and Trustees of ODST;
- Contractors, consultants and other Third-Party service providers;
- External and Internal auditors;
- Department for Education staff;
- Officers from Local Authorities;
- Lawyers, tax advisors and other professional advisors;
- HMRC.

## Person Specification

Attributes	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Finance degree or recognised professional accounting qualification;</li> <li>• Experience of developing and managing budgets;</li> <li>• Experience of preparing and presenting management accounts;</li> <li>• Experience of line management of a small team;</li> <li>• Evidence of Continuing Professional Development (CPD);</li> <li>• Experience operating financial systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the Education sector;</li> <li>• Experience of preparing statutory accounts for audit;</li> <li>• Experience of PS Financials software (or other education financial software).</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent financial management and financial planning skills;</li> <li>• Able to effectively line-manage and develop members of the finance team;</li> <li>• Able to introduce and maintain new financial processes;</li> <li>• Able to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice;</li> <li>• Excellent numerical and communication skills, understanding and application;</li> <li>• Commercial awareness;</li> <li>• Competent in using Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing change initiatives (e.g. new systems);</li> <li>• Intermediate Excel skills, including the use of pivot tables and macros;</li> <li>• Receptive to new ideas and able to generate them.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• A positive attitude;</li> <li>• Team player;</li> <li>• Able to prioritise and plan work effectively;</li> <li>• Able to work independently;</li> <li>• Resilient;</li> <li>• Able to think ahead and put into place structured plans of work for team members.</li> </ul>	

## **General information**

Remuneration	From £43875 per annum FTE
Hours of work	30-37 hours per week, Monday to Friday
Place of work	Based at Diocesan offices in Kidlington and Wantage, although there may be occasions when the post holder will need to visit schools within the Diocesan boundaries
Holidays	33 days annual leave FTE inclusive of public holidays and Christmas Eve. Due to the nature of the organization, it is expected that all annual leave will be taken during periods of school closure.
Pension Provision	Eligible for membership of the LGPS (2014) scheme
Notice period	During probation, 1 month and thereafter, 3 months
Other information	<ul style="list-style-type: none"><li>• Any offer of appointment will be subject to an enhanced DBS check;</li><li>• Due to the nature of the role, there will be some occasions where the post-holder will need to attend evening meetings;</li><li>• The post-holder will ideally have their own means of transport.</li></ul>

### **Note:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed. Training and development will be provided as appropriate for the successful candidate.

It is the practice of the ODST to review job descriptions regularly, in order to ensure that they relate to the role as then being performed, or to incorporate whatever reasonable changes have occurred over time or are being proposed. This review will be carried out by the line manager, in consultation with the post-holder, before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.