

## JOB DESCRIPTION

<b>POST TITLE:</b>	Finance Manager (42 weeks per year)
<b>POST RESPONSIBLE TO:</b>	Chief Operating Officer
<b>SALARY:</b>	Grade 11[SCP 32-28] £36,371-£42,614 pro rota [£33,306-£39,023]
<b>CLOSING DATE:</b>	<b>Monday 12<sup>th</sup> September at 9am. The academy reserves the right to interview before the closing date</b>
<b>INTERVIEW DATE:</b>	<b>Week commencing Monday 12<sup>th</sup> September 2022</b>
<b>START DATE:</b>	As soon as possible

### JOB PURPOSE

To assist the Chief Operating Officer and manage the academy Finance and Payroll team and to ensure the academy operates according to best value and best practice standards.

### DUTIES AND RESPONSIBILITIES

#### Finance

- To have ownership of the academy's Financial Procedures Manual ensuring it complies with the Academies Handbook, meets the needs of the academy and provides appropriate levels of financial control
- Responsible for maintenance of accurate and timely accounting records sufficient to comply with internal and external reporting purposes
- Oversee all day-to-day accounting activities including payroll
- Accountable for the timely accounting and operation of the cashless systems including Parent Pay and the maintenance of the PSF accounting system to manage educational trips etc
- Oversight and responsibility for the monthly reconciliation and clearance of all key control accounts including bank reconciliations and preparation of quarterly VAT returns
- Responsible for the monthly review of Aged Debtors and Creditors and follow up as required
- To lead in the preparation of all financial returns for the ESFA, Companies House, Charities Commission and other agencies within statutory deadlines
- Secure government funds to which the academy is entitled
- Responsible for the management of invoicing for lettings and other third-party income
- Monitor school cash flow
- Review and amendment of bank mandates as required
- In collaboration with the COO, preparation of an Annual Budget and three-year forecast
- Monthly monitoring of revenue and expenditure accounts against budget both by nominal classification and by Cost Centre
- In collaboration with COO, production of monthly management accounts for internal control and monitoring purposes

- Preparation of termly and annual reports in collaboration with the COO for presentation to Governors.
- Preparation of published Annual Accounts in collaboration with the COO and external auditor
  - Liaison with auditors and management of the annual audit process
- Manage the school's relationship with the providers of external services such as insurance, banking, audit and payroll ensuring value for money is achieved

#### Procurement

- Responsibility for all expenditure processes and the purchase ordering system
- Responsibility for the control and operation of payment processes, including the use of BACS and credit cards in accordance with the agreed Scheme of Delegation
- Responsibility for maintenance and regular update of: Fixed Assets Register - in collaboration with IT and Facilities Manager, Contracts Register, Accounting Procedures Manual
- To assist in the tender of the school's major service contracts as required e.g. insurance, audit, photocopiers, lawyers etc

#### Payroll and Pensions

- Overseeing the timely and accurate production of staff payrolls and all dealings with the Inland Revenue, Teachers' Pensions, LGPS and all other related bodies
- Maintenance and management of all relevant control accounts
- Overseeing the timely submission and accuracy of relevant returns and reports
- Overseeing the timely implementation of regulatory and pension policy changes
- Overseeing the financial administration of new staff appointments, current staff and leavers, including maternity/paternity arrangements and Bike Loans etc

#### Systems

- Ensure the effective use and control of all financial and reporting systems, recommending improvements where possible

#### Other

- Responsible for the administration of the Sixth Form Bursary scheme together with Pupil Premium payments, ensuring receipts are received for all expenditure
- Financial administration of the WMG Academy Trust company including preparation of annual accounts
- To take responsibility for health and safety in the workplace by undertaking risk analyses for the immediate work area and following guidance in the Health and Safety Procedures Manual
- To supervise students as directed on occasion and to carry out any other duties that may reasonably be required by the CEO, COO or principals

**All offers are subject to clearance of references and enhanced DBS checks**

### Person Specification for Finance Manager

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
<b>QUALIFICATIONS</b>	
Relevant professional qualifications in accounting (CCAB or CIMA)	E
Degree or equivalent	D
Evidence of continued professional development	E
Qualifications or equivalent experience in project management or HR	D
<b>EXPERIENCE</b>	
Significant relevant experience in school/academy financial management and financial issues involved	E
Payroll experience	E
Budget production and monitoring	D
Managing a Finance team	D
Knowledge of safeguarding in schools	D
Understanding of the needs of the students, visitors and staff	D
<b>KNOWLEDGE AND SKILLS</b>	
Working experience of PS Financials or equivalent	E
Knowledge and experience of Payroll	E
Excellent numeracy and literacy skills with an ability to analyse and interpret financial information.	E
Competent and effective user of IT, including Excel and Word and having the ability to learn to use IT software relatively quickly and to work very accurately	E
Knowledge of Teachers and Local Government pension schemes	D
Working experience of ParentPay	D
<b>PERSONAL ATTRIBUTES</b>	
To be able to work effectively under pressure and meet deadlines	E
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
A commitment to safeguarding learners within the academy	E
Enthusiasm, optimism and energy with a creative approach to problem solving in a dynamic and innovative environment	E

Leadership capability, including the ability to motivate others to achieve high standards through personal example and the ability to lead others through significant change.	E
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### FURTHER PARTICULARS

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

#### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit.

## **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

## **WMG Academy for Young Engineers Coventry**

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

## **WMG Academy for Young Engineers Solihull**

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

### **The Role**

The WMG Academy Trust is looking for a Finance Manager with significant financial management experience who will deliver strategic development across the WMG Academy Trust and manage and maintain the operational processes and procedures.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

**For more information or to arrange an informal conversation** with Stewart Tait, Chief Executive, please contact 0121 289 3556 or by email [principal@wmgacademy.org.uk](mailto:principal@wmgacademy.org.uk)