



## Job Description

<b>POST:</b>	Regional Deputy Finance Manager
<b>RESPONSIBLE TO:</b>	Regional Finance Manager
<b>GRADE:</b>	GLPC 636, Grade P03, Range SCP 32-36
<b>EVALUATED:</b>	November 2019
<b>KEY RELATIONSHIPS:</b>	Regional finance manager, regional finance officers, regional finance assistants, Academy based staff
<b>LOCATION:</b>	Regional office, travel to Academies within the region where necessary
<b>JOB PURPOSE:</b>	Assisting the Regional Finance Manager, to ensure that the Academies within the Region operate robust financial management, governance and administration in order to comply with group policy (including the Finance Handbook, Management and Audit reports, Scheme of Delegation and any such other policies as stipulated by the OCL Board)

### **RESPONSIBILITIES (COVERING ALL ACADEMIES WITHIN THE REGION):**

- To assist in the production of sustainable annual budgets and long term financial plans for all academies within the region
- To produce the periodic budget monitoring reports, internal control checklists, audit workbooks and supporting information as required by the academies and national office
- To monitor and analyse each academy budget, identifying, reporting on and pursuing timely and effective resolutions for material variances and potential issues
- To understand and provide expert guidance on the latest academy funding provisions and opportunities
- To provide advice and guidance on regional finance matters to internal stakeholders for the purposes of creating and maintaining robust financial control and accountability and promoting financial strategic aims
- To provide technical advice and guidance on finance matters, as a critical friend, to the regional finance manager
- To assist the regional finance manager in ensuring that academies within the region maximise income streams, make the best possible use of resources through effective strategic planning, including consideration of all financial implications ensuring value for money
- To help to monitor academies against established benchmarks and identify opportunities for savings

- To report financial activities of the region to the regional finance manager in line with specified reporting deadlines
- To assist the regional finance manager with the management of all financial aspects of new academies opening within the region
- To manage the regional transaction processing centre, ensuring the completeness and accuracy of all transactions including responsibility for payroll management and ensuring the implementation of systems in compliance with all Oasis Finance Policies
- To deputise for the regional finance manager at their request or in their absence.
- To line manage the regional finance officers/ assistants

## **DUTIES (COVERING ALL ACADEMIES WITHIN THE REGION):**

### **1. Resources**

- Assist in ensuring an academy makes the best possible use of resources through effective planning, considering all financial and other resource implications
- Approve and monitor payroll returns and carry out reconciliations with budget
- Assist in optimising the benefit to the academies of funding from grants and other sources, by identifying funding opportunities, ensuring that opportunities are fully utilised, interpreting criteria and advising colleagues within the academy leadership team to ensure that funding is appropriately used
- Assist in the development a three year financial plan for each academy, taking into account DFE and relevant government guidelines and other sources of information in accordance with government budgets and within the parameters set by the OCL board and utilising the OCL budgeting template
- Prepare the monthly management accounts, forecasts and other financial and non-financial reports of the academy explaining all significant variances to all relevant stakeholders, in accordance with agreed timetables, presenting reports to the regional finance manager for discussion with principals and the national office

### **2. Systems**

- Ensure that the academies are compliant with group policies and assisting the regional finance manager in ensuring that all of the academies financial processing and reconciliations are performed as outlined in the OCL Finance Regulations
- Provide systems and accounting support to academies

### **3. Management**

- Alongside the regional finance manager, provide strategic support to the Principals on all aspects of academy business management
- Support the regional finance manager to manage all aspects of finance across the academies.
- In the absence of the regional finance manager, supervise designated finance staff working collaboratively to ensure best value for money across the academies and provide effective support, guidance, challenge and information
- Assist the regional finance manager in providing support, guidance, challenge and information to budget holders
- During preparation of management reports, use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the principals and other members of the academy leadership Groups accordingly

#### **4. Internal and external audit**

- Assist the regional finance manager during internal and external audit visits and reporting, answering queries in a timely manner, and assisting in the implementation of suggested improvements

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

#### **Health and Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

#### **Safeguarding Statement**

Oasis Community Learning is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Regional Deputy Finance Manager

## Person Specification

### Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole child - academically, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community. For further information, please refer to the Vision and Values section of Oasis Community Learning website.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educational qualifications to A level standard or equivalent</li> <li>To hold Association of Accounting Technicians or similar qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 7 + Professional qualification e.g. CIMA, ACCA or ACA qualified accountant</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Evidence of a commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>Recent relevant in-service training in Finance related areas</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Financial Management experience including regular, efficient and detailed monitoring of accounts against spending and budget plans</li> <li>Providing advice and guidance on finance related matters to relevant stakeholders</li> <li>Transactional finance and payroll</li> <li>Proficient in use of MS Excel spreadsheets, MS Word and computer based accounting packages</li> </ul>	<ul style="list-style-type: none"> <li>Line management of finance related posts</li> <li>Previous experience of working in school finance</li> <li>Experience of Financial Systems</li> <li>Experience of working in a highly confidential environment</li> <li>Providing technical advice and guidance on finance related matters</li> </ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Detailed knowledge of financial planning and budgetary control processes, being able to lead the development of the 3 year financial plan</li> <li>• Able to work under pressure and balance strategic and planning activities</li> <li>• Strong organisational and record keeping skills</li> </ul>	<p>Knowledge of Academy funding arrangements and additional funding opportunities (sources and application methods)</p>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• An enthusiastic and effective team player with the ability to lead and manage others</li> <li>• Excellent communication, presentation and ICT skills</li> <li>• Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports</li> <li>• Ability to work under pressure and balance strategic and planning activities</li> <li>• Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales</li> <li>• High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information gained as a result of working within a school</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and</li> </ul>	

	<p>personal boundaries with children and young people</p> <ul style="list-style-type: none"><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul>	
--	--	--