

Finance Services

Supporting schools and academies
with all aspects of finance

SERVICE BROCHURE



Call **0333 300 0050** Email: information@entrust-ed.co.uk
or visit www.entrust-ed.co.uk to find out more.

 Entrust Education Improvement  Entrust Support Services Limited  @entrustEDU

entrust
Inspiring Futures

We take away the stress of managing
finances, allowing you to focus
on **delivering education.**



Finance Services

Our Finance Services team of qualified accountants and school support officers have a vast range of knowledge and experience. We ensure your organisation operates efficiently and effectively whilst remaining financially secure and stable.

We support maintained schools and academies with all aspects of finance and administration.

How we can help

We support Governors, Headteachers, Finance Directors, School Business Managers and Finance staff in all financial aspects from day-to-day operation up to major strategic change projects.

Our services include:

- Help desk and on-site support service
- Bacs Bureau Service
- A fully managed finance service
- Management accounts
- Multi-year budget planning
- Peripatetic services
- Cashflow forecasting and management
- Financial year-end closedown
- Training courses in all aspects of finance and audit preparation
- Academy conversion management
- Bank reconciliations
- VAT
- Policies and procedures

Outcomes for you:



Compliance

Ensuring compliance with the many legal and regulatory requirements



Time Saving

Save time to concentrate on delivering education knowing your finances are in good hands



Increased Efficiency

Reduced costs, maximised income and increased efficiency



Clear Performance Data

Accurate performance information, forecasts and expert advice



Our experts will help you **stay compliant** and ensure all legal financial obligations are met



Supporting you with key financial areas

We understand that managing finances can be a daunting task for any organisation. Our experts are on hand to offer help, support and guidance on a range of key financial areas.

Compliance

We ensure you remain compliant with all the rules, regulations, laws, reporting and statutory requirements including:

- Year end closedown
- External audit pack preparation
- Statutory accounts preparation
- Accountant attendance at audit closedown meetings
- Cashflow forecasting and management
- Completion of ESFA returns
- School fund independent review

Maximising Efficiency

Maximise efficiency by increasing income and reducing your costs. We can advise on:

- Best value and cost reduction schemes
- Advice on income generation and funding applications
- New funding to facilitate improvements in efficiency
- VAT reclaims
- Internal control and authorisation processes
- Budget management and reporting

Expert Advice

Our experienced finance team offer expert, impartial advice and guidance on:

- On-site support from our school support officers and accountants
- Help Desk services to resolve accounting and system problems
- Monthly management accounts and performance reports for your team and Governors
- Multi-year budget planning
- Scenario modelling and option evaluation to meet financial challenges
- A peripatetic finance director to provide strategic and operational advice

Major Change

We are here to help and support you through major change projects whilst you concentrate on your day job. This includes:

- Scenario modelling and option evaluation to meet financial challenges
- Management of academisation and due diligence processes
- Updating and quality assuring policies and procedures and/or other learning needs
- Training staff for more senior roles



Service overviews tailored to your requirements

Our services can be tailored to your individual requirements. To find out more please call us on **0333 300 0050** or email information@entrust-ed.co.uk

A Fully Managed Service

To ensure your peace of mind, our flagship offer is a fully managed finance service which includes a finance system along with finance officer and accountant support throughout the year.

This service includes:

- Flexible support when and where you need it
- Qualified accountants and accounting technicians with extensive knowledge of education funding

Academy Conversion Management

From single academies, to multi-academy trusts we are here to help you manage the whole process. You make the key decisions with advice from our team who process and action the paperwork.

Bank Reconciliations

We can help with off-site independent bank reconciliation with freedom to choose which accounts are reconciled to fit in with your finance structure. We demonstrate complete independence and therefore segregation of duties to your audit firm.

Bacs Bureau Service



Manage your day-to-day financial transactions securely and cost effectively with our Bacs Bureau service. Our service is quick, accurate and simple and includes payroll, creditor and supplier payment, payment collection and fees refunds.

ESFA Statutory Return & Accounts

Let us take away the stress of ensuring that your statutory returns are done to ESFA in a timely and accurate manner to ensure that you are compliant with all deadlines. AAR, EFA budget return, VAT returns, BFRO products can be bought in individually. We can also complete your statutory accounts and submit to the ESFA.

Finance Services

You will have expert advice available from our School Support Officers and Accountants. You will also receive ESFA updates, a finance newsletter, networking and an invitation to our mini-conference which is free with this service.

Management Accounts

In the current financially challenging school environment, timely, accurate and relevant management information becomes increasingly important both in managing your school and in reporting to Governing bodies.

This gives you on/off-site production of management accounts and reports in a format suitable for your senior team, Trustees and Governors on a monthly, termly or quarterly basis. It is produced on a full accruals basis following your policies and procedures and includes KPIs, ratios, variance analysis, graphs and reports on your current and future financial position.

Multi-Year Budgeting

We can help with budget planning by implementing user friendly solutions compatible with most financial software - all with comprehensive technical support.

Our budget planning software enables effective and efficient decision making including full salary projection and the ability to produce multiple scenarios easily and accurately.

Peripatetic Services

We can offer effective financial management without the risk and costs associated with employing your own finance team including:

- A fully managed finance service provided by our expert staff
- A peripatetic finance director to provide strategic and operational advice
- Absence cover from our peripatetic support service

Policies and Procedures

We provide on/off-site accountant support to create or standardise financial policies and/or procedures.

We will work with you to create effective and appropriate financial policies, to ensure consistency across a multi academy trust and support new entrants in your trust with integrating in accordance with these policies.

"I just wanted to place on record my thanks for the excellent support we have received over recent months. I could not have managed the changes and related problems we were faced with without your expertise and knowledge."

- Business Manager, Birmingham Academy





Training courses In-house or at our centre




We provide training at our purpose built training centre or in-house if that suits you better.

Our training includes:

- Finance for Governors (Maintained and Academies)
- MyFinance - Reporting
- MyFinance - New Starter Training
- HCSS Budgeting - New Starter Training
- HCSS Budgeting - Intermediate
- SFVS Training
- Effective and Accurate Budget Setting
- Financial Implications of Becoming an Academy
- Schools Financial Benchmarking
- Introduction to School Business Management

We also provide training and webinars on behalf of the Institute of School Business Leadership (ISBL). To find out more information on these training courses, please contact us on **0333 300 0050** or email information@entrust-ed.co.uk



"A very good course, well explained...answered questions and queries. Good handouts. "

- Headteacher, Dudley School

Find out more

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Please note that prices and product specifications are correct at time of publication but remain subject to change without notice and may vary from time to time. Please contact Entrust to confirm pricing and product availability.