



JOB DESCRIPTION

Job Description: Assistant Director of Finance

Reporting To: Director of Finance and Capital

Job Purpose: Working with the Director of Finance and Capital, the post holder will support the development, maintenance and operation of financial procedures for the trust and its schools to ensure that all legal requirements are met. Using a range of expertise and evidence the post holder will work closely with finance colleagues, Headteachers and senior leaders providing support and advice to ensure schools have a consistent approach to financial management.

The post holder will be committed to TEAL's vision and values, nurturing talent and supporting people. As a member of the leadership team the post holder must demonstrate loyalty, professionalism and high standards of integrity and confidentiality within the trust and the wider community.

The post holder will be involved in a range of projects and must therefore be able to produce reports and plans with accurate financial implications to present to the Board, Board committees and the Executive Team. The post holder will be creative, investing in developing positive and impactful relationships with others, persuading, influencing, coaching, mentoring and guiding, building knowledge, confidence, competence and skill in leaders and finance colleagues.

Key Responsibilities

- Assisting the Director of Finance and Capital with procurement across the Trust.
- Overseeing and assisting the Finance Managers in the trust's schools including the review of key reconciliations.
- Management of the intercompany balances between the trust and its schools and operations.
- Deputising for the Director of Finance and Capital as required.
- Developing, maintaining and operating financial and administrative procedures for the trust and its schools/operations in order to ensure that all legal and statutory requirements are met.
- Leading income generation, managing contracts and preparing bids as necessary and seeking out new sources of finance.
- Drafting any financial policies, procedures or guidance for the review of the Director of Finance and Capital.

Financial Planning, Control and Management

- As directed by the Director of Finance and Capital, be responsible for the financial management of any trust schools or support services including invoice processing, payroll review, key reconciliations, budget to actuals, management accounts & budgeting.
- Preparing the annual budget for any of the trust's schools or support services as part of the five year financial plan.
- Preparing financial reports, estimates and completion of financial returns as required by the Director of Finance and Capital.
- Planning the cash flow of any of the trust's schools and implement creditor and debtor policies and procedures.
- Approving bank payments following all the necessary controls and checks, in line with the Scheme of Delegation.
- Ensure the effective operation of financial control within the trust, and make sure the trust receives value for money in all its expenditures.
- Assisting the Director of Finance and Capital to devise appropriate accounting procedures to control, monitor and disburse the trust's budget, including routine financial arrangements.
- Developing and managing the computer based financial and management accounting systems for the trust's schools and support services to ensure these are accurate and up to date.

Audit Services

- Assisting the Director of Finance and Capital to prepare for external and internal audits by liaising with auditors and planning audit arrangements and responding to auditors requests and queries. Implement and advise schools on any audit requirements.

Financial Due Diligence

- For any schools looking to join the trust, complete a review of the financial information provided by the school, prepare a 5 Year budget plan and prepare a written report on the school's financial position.

Buying / Ordering

- Preparing and implementing finance policies governing the buying and ordering of supplies and services. Monitoring the operation of the policies and preparing reports as required.
- Actively review contracts where value for money can be added by aligning procurement and contracts across the schools.
- Work with the school teams to demonstrate 'bigger picture' purchasing and embed within the school teams to think about purchasing for the trust and not just the school by facilitating the sharing of contracts, knowledge and experience.

Asset Control

- Ensuring accurate records are kept of all school assets and calculating and recording depreciation and disposal of all school assets.

Audit Services

- Assist the Director of Finance and Capital to liaise with auditors and plan all audit arrangements and respond to requests and queries.
- Implement audit requirements as required.

Financial Monitoring

- Preparing monthly budget to actual reports and termly management accounts for the Director of Finance and Capital.
- Preparing key reconciliations or reviewing the key reconciliations completed by the Finance Managers

- Assisting the Director of Finance and Capital to prepare annual statutory financial statements which will be subsequently audited by the trust's auditors.
 - Assisting the Director of Finance and Capital to prepare all returns as directed by the ESFA/DfE and have these returns audited where applicable.
 - Where required, attending any Governance meetings (Board of Trustees, Local Governing Bodies, Committees) and ensuring they have all the necessary information, both in advance papers and at the meeting, to discharge their duties effectively.
- General:**
- Attending such meetings identified by the Director of Finance and Capital and communicating the trust vision effectively at meetings – both internal and external.
 - Liaising with all external services and providers in regard to financial processes.

The key competencies and behaviours commensurate with this post are identified overleaf.

General Information:

- *The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Director of Finance and Capital and the CEO/Executive Principal, appropriate to the remit.*
- *The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.*
- *The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.*
- *The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.*
- *The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.*
- *To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018*
- *To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)*

Ethical Leadership Qualities Competencies and Behaviours

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.