**Assistant Director of Finance (Grade J)**

**Job Description**

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| **Key purpose of the role** |  | | Enable the Trust to realise its mission to ‘Transform lives, strengthen communities and make the world a better place’ through excellent financial management across our Trust. |
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| **Your**  **responsibilities** |  | * Act as a lead authority to ensure that the Trust operate within budgets as viable business operations, including validating financial projections, effective monitoring of the organisation's finances, in line with the Trust's Financial Regulations and Scheme of Delegation. (Financial Projections include: Budgets, Management Accounts, Staffing costings). | | |
|  | * Ensure prudent financial management of the Trust's budget, including monitoring and maintaining allocated staff budgets, the provision of financial reports, KPIs and financial advice. Bring to the attention of the Director of Finance / Senior Leaders any material variances that are arising. | | |
|  | * With support from the Director of Finance provide the service of Chief Financial Officer for a two Primary School Multi Academy Trust in Plymouth though a SLA. This includes attending Board meetings to present monthly management accounts, audit liaison, budgeting and all ESFA required submissions. * Supporting the Finance Manager and deputising in their absence for tasks such as auditor liaison, system implementation/improvement tasks, subsidiary financial tasks, payroll service liaison. * Line management of our management accountants (Exeter and Plymouth based), ensuring their ongoing development. * Contribute to the overall management of the Trust, through the evaluation of opportunities and development of plans. | | |
|  | * Run termly finance network meetings for our finance team and school-based finance officers. * Constantly review, update, and improve management accounting procedures across the organisation. * Contribute to the overall management of the Trust, through the evaluation of opportunities and development of plans. | | |
|  | * Lead our internal reporting functions throughout the year in line with deadlines, preparing timetables, allocating tasks, and monitoring deadlines. Example: Financial and monthly management accounts and the coordination of accruals, prepayments, and correction across Trust financial information. * Build key relationships with budget holders to ensure excellent financial information is provided and appropriate controls are in place to enable effective management of resources. * Ensure that financial procedures are explained with clarity and that all staff impacted are fully trained and supported around these procedures. | | |
|  | * Devise and co-ordinate the delivery of comprehensive training programmes to budget holders and non-finance managers. * Support the Director of Finance for development and management of policies and other documents required by the Trust, adapting procedures where appropriate. | | |
|  | * Prepare consolidated monthly management accounts, forecasts and other reports. * Deputising for the Director of Finance, with delegated autonomy and authority at those times. | | |
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| **Grading criteria** |  | * Line management of more than one group of employees who carry out a diverse range of duties | | |
|  | * Use creativity and innovation to establish the best course of action for each specific situation without guidance of policy. | | |
|  | * Deal with a range of complete and contentious matters, requiring support, persuasion, advocacy and sensitivity, within the application of operational guidelines. The outcome will have significant implications, on others, the service or the school/Trust. | | |
|  | * Be responsible for monitoring and evaluating important policy, practice and provision affecting whole school or service and make recommendations for change and for managing implementation. | | |
|  | * Make decisions which have a major impact on school/Trust policies and/or activities across a number of areas or affecting a large number of people or wider communities | | |
|  | * Work subject to constant change and the management of conflicting priorities and deadlines. | | |
|  | * Be the organisations expert in this specialist area. | | |

**Assistant Director of Finance**

**Person Specification**

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| **Qualifications** |  | * Qualified Accountant (ICAEW, ACCA, CIMA or equivalent). AAT Level 4 may be considered if the candidate has significant experience in a school/Trust financial leadership role. |  | Essential |
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| **Experience** |  | * Experience of working in a rapidly changing environment as part of a multi-site operation * Proven credibility to liaise with and advise Senior Management and other stakeholders * Extensive experience of school budget setting and monitoring. * Ability to interpret financial information and present for non-accountants. * Demonstrated ability to prepare and present accurate and timely reports in accordance with relevant regulations and legislation. * A proven ability to implement and monitor highly effective and efficient financial controls. * Ability to demonstrate a business focus to the management of the Trust |  | Essential  Essential  Desirable  Essential  Essential  Essential  Essential |
|  | * Experience of line management and developing of people |  | Essential |
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| **Key skills & attributes** |  | * Customer focused and able to deliver to tight deadlines |  | Essential |
|  | * Proven ability to think strategically and creatively and to prioritise |  | Essential |
|  | * Extensive knowledge of accounting regulations |  | Essential |
|  | * Extensive knowledge of education finance and funding. Advanced analytical and problem-solving skills |  | Essential |
|  | * Accuracy and attention to detail |  | Essential |
|  | * Proven ability to build good working relationships |  | Essential |
|  | * Excellent leadership skills and the ability to inspire and challenge colleagues. |  | Essential |
|  | * Positive and solution focused with a flexible approach to work |  | Essential |
|  | * Self-motivated and proactive |  | Essential |
|  | * Reflective and keen to develop self and others |  | Essential |
|  | * High levels of integrity, able to ensure confidentiality |  | Essential |
|  | * Able to influence and inspire confidence and trust |  | Essential |
|  | * Good communicator both orally and in writing |  | Essential |
|  | * Ability to coach, train and develop others |  | Essential |
|  | * Ability to develop positive and supportive relationships with external and internal stakeholders and provide them with excellent service. |  | Essential |
|  | * Interest in own personal development and a willingness to undertake further training |  | Essential |
|  | * Full UK driving licence and access to a vehicle to commute between academies |  | Essential |
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| **Values** |  | * **Ambitious**: works hard, has the highest standards and is positive for the future |  | Essential |
|  | * **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust’s mission and strategic priorities |  | Essential |
|  | * **Collaborative**: builds strong relationships and networks |  | Essential |
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| **Job Evaluation** |  |  |  |  |