DAVENANT FOUNDATION SCHOOL

JOB DESCRIPTION

- **Job Title:** Chief Financial Officer (CFO) / School Business Manager / Bursar
- **Salary Range:** £68,093 to £74,792 FTE (local government spine 49 to 53)
- **Contract Type:** Permanent / Full-Time (Part-time options considered)
- **Hours:** 37 hours per week, all year round
- **Reporting To:** Headteacher and the Board of Trustees
- **Accountable For:** Finance Team and Administrative Support Staff

Job Purpose

To provide strategic leadership and operational management across all financial and business aspects of the Single Academy Trust (SAT). As a key member of the Senior Leadership Team (SLT), the postholder will ensure financial sustainability, robust accounting, and effective team leadership—overseeing a small finance and admin team, supporting monthly payroll, and managing school lettings to maximize non-grant revenue.

Key Responsibilities

1. Strategic Financial Management & Accounting

- Operate as part of the senior management group, shaping school policy and advising all necessary stakeholders.
- Lead the strategic financial planning, budgeting, and forecasting for the academy, ensuring alignment with the School Development Plan.
- Act as the principal financial adviser to the Headteacher and the Board of Trustees (and Finance & Audit Committee).
- Prepare the annual budget and 3-to-5-year financial forecasts for approval by the Trustees.
- Manage all day-to-day financial operations, including ledger management, cash flow forecasting, VAT returns, and statutory reporting.
- Ensure full compliance with the **Academy Trust Handbook (ATH)** issued by the ESFA (Education and Skills Funding Agency) and charity/company law.

- Lead the annual statutory audit process, acting as the primary liaison with external auditors and internal scrutineers.

2. Team Leadership and Payroll Support

- Lead, motivate, and manage a small, dedicated finance and administration team, providing regular supervision, performance management, and professional development.
- Oversee and actively support the end-to-end monthly payroll process, ensuring accuracy and timeliness.
- Manage pension scheme administration (Teachers' Pensions and LGPS) and handle related regulatory returns and reconciliations.

3. School Lettings & Commercial Income Generation

- Lead the strategic management, promotion, and administration of the school's lettings and community facilities hire.
- Oversee the booking schedule, invoicing, and income collection for all external hirers.
- Ensure appropriate hire agreements, safeguarding checks for external providers, and adherence to insurance requirements.
- Work collaboratively with the site/premises team regarding access, security, and facility setup for evening and weekend lettings.
- Regularly review pricing structures and marketing to maximize revenue generation for the school.

4. Procurement, Contracts, and Compliance

- Lead on value-for-money procurement, ensuring adherence to the academy's financial regulations and public procurement thresholds.
- Manage financial aspects of major service contracts and SLAs (Service Level Agreements) in conjunction with relevant department leads.
- Maintain the academy's Financial Risk Register and prepare high-quality financial reports for Trustee and committee meetings.
- Ensure compliance with GDPR, data protection regulations, and financial insurance/risk protection arrangements (such as the RPA).