

JOB DESCRIPTION

POST:	Chief Financial Officer
GRADE:	4A SCP Point 32 - 35
RESPONSIBLE TO:	The Headteacher
HOURS:	36 hours per week (Term time plus two weeks)

SCOPE OF ROLE

- The CFO will provide the strategic management and leadership of the financial operations of the whole school, as outlined in the Academy Trust Handbook and other relevant DfE documents.
- Reporting directly to the Headteacher and Governing Body, the role will ensure the school meets its educational objectives to deliver outstanding provision.
- Provide effective professional operational management of the academy's finances, to ensure their effective use and that they offer value for money.
- To oversee all aspects of governance effectiveness and compliance within the school, ensuring that all statutory and regulatory requirements are met.
- To act as Company Secretary for Broadoak Primary School Ltd.

MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are indicative of the tasks the CFO will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic / Leadership

- Be a member of the Senior Leadership Team and actively support the development, work and ethos of the trust.
- Work collaboratively with the Headteacher and Board of Trustees to effectively manage change within the school.
- Proactively keep abreast of developments in relation to the post and to participate in national & local networks to develop knowledge of new regulations, trends and current best practice. Ensure these learnings are implemented in the school in a timely manner and relevant stakeholders are informed. Undertake all necessary Continued Professional Development in order to maintain the relevant qualifications.
- Strategically manage physical resources and contracts for the school considering future needs, priorities and issues, identifying opportunities to improve value for money
- Liaise with legal representatives regarding any claims, contract documents or other legal matters that may affect the school.

Financial Management

- To ensure that the school resources are managed efficiently, ethically, professionally,

and with integrity, conforming to the internal and external regulatory requirements in a sustainable manner.

- To establish the annual budgets, overseeing the monitoring of income and expenditure, for approval by Headteacher and Governing Body.
- Prepare and submit annual Budget Forecast Return to the DfE and respond to any queries.
- To ensure all applicable grant income is received – including DfE and reclaims from LA (Pupil Premium, Nursery Funding, SEN etc.). To maximise this where possible.
- Manage bank records and monthly reconciliation; including responsibility for the school bank accounts.
- To ensure monthly management accounts and cash flow forecasts are prepared in line with Academy Trust Handbook requirements. To plan and monitor real time cash flow across the year, to ensure liabilities can be met. To report to the Trustees, making recommendations as required.
- To manage the monthly payroll process in conjunction with the SBM – reviewing adjustments, verifying data & authorising payment of salaries and disbursements to all 3rd parties.
- To develop and deliver the 3-Year financial plan, taking into account DfE guidance. To be clear on the key assumptions and rationale used for this plan, to be agreed with the Headteacher and Trustees.
- To act as the academy single point of contact for both Teachers Pension Scheme and Local Government Pension Scheme, ensuring the school meets its requirements for annual returns, valuations and contributions.
- To ensure that any tax obligations are discharged correctly and effectively. To complete VAT returns monthly and claim back permitted expenditure.
- To manage the academy Capital budget.
- Maximise income generation in line with the ethos of the school.
- To ensure the relevant Purchase Order processes are adhered to and improved where possible - placing all orders within the finance system for goods and services. To check and pay invoices for the school in line with the Finance Policy.
- To review regularly all SLAs for services to school to ensure best value, within the scheme of delegation.
- To maintain the supplier database and relevant information within the finance system.
- To review all relevant finance policies regularly in line with guidance and best practice.
- To maintain the Finance section of the school website in line with statutory requirements

Compliance and Reporting

- To ensure that financial management within the trust complies with the requirements of the Academy Trust Handbook and Academy Accounts Direction as issued annually.
- To complete and submit financial returns as required by the DfE, Charities Commission and Companies House in a timely manner.
- Maintain up to date knowledge of the financial requirements of the academy to ensure compliance.
- Procure External audit services in line with the requirements of the Academy Trust Handbook.

- To make appropriate arrangements for external audit providers. To provide all data requested by their teams for the audits. To receive their reports, share with Trustees and implement any agreed recommendations. To share relevant information with the Audit committee.
- To ensure appropriate Internal Scrutiny is in place, in line with the Academy Trust Handbook. To procure Internal audit services in line with the requirements of the Academy Trust Handbook.
- To make appropriate arrangements for internal audit providers. To provide all data requested by their teams for the audits. To receive their reports, share with Trustees and implement any agreed recommendations. To share relevant information with the Audit committee.
- To ensure appropriate insurance arrangements are in place for the trust to meet all requirements.
- Act as the link between the school's Accountant, Internal & External Auditors in order to ensure all requirements outlined in the most recent Academy Trust Handbook are met.
- To provide appropriate and timely reports to the SLT, Headteacher and Trustees to support effective leadership and governance.
- To understand the principles and practice of Risk Management in line with the Academy Trust Handbook requirements – establish and maintain a risk register. To review this with the trustees and agree necessary actions.

Bids, Procurement and Contract Management.

- Research and complete funding bids to external bodies including Government departments in line with development plans. Adhere to strict deadlines and monitor any funding received to ensure it is spent appropriately within timescales.
- Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services to make recommendations to Head Teacher and Governors.
- Purchase directly or indirectly, the school's energy supplies.
- Procure appropriate levels of insurance for the Academy based on professional advice, public sector purchasing regulations and best value. Advise the Governors on the appropriate insurances for the school.
- To support the Head Teacher on strategic financial planning via additional funding applications and bid writing.
- To secure additional support for the school through business and community links.
- Act as an articulate ambassador to develop contacts and raise the school profile.

Governance

- Support the efficient and effective operation of the Trust board and its committees; ensuring governance at all levels is carrying out its statutory functions. Work closely with the Clerk to Governors.
- To act as the Company Secretary of Broadoak Primary School Ltd., completing all necessary Companies House returns and maintaining accurate records of company Directors. To ensure compliance with Companies House annual filing requirements
- Maintain appropriate records of Trust board and committee membership, along with

any terms of reference. To advise the Academy Trustees and Members of their roles and responsibilities and of any changes.

- Maintain and annually update the Scheme of Financial Delegation for approval by the board.
- Oversee a strategy for recruiting members and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the school
- To maintain the school information on Get Information About Schools
- To manage the minutes of Governors meetings each term and communication between the school and Governors.
- To review all relevant governance policies regularly in line with guidance and best practice.
- To maintain all governor records including the annual skills audit, Register of Business Interests
- To maintain the Governance section of the school website in line with statutory requirements

Safeguarding

- Comply with and support all policies and procedures related to equal opportunities and safeguarding children and young people.
- Be aware of the signs and symptoms of abuse by attending relevant courses. Report all causes for concern to the Designated Safeguarding Lead.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.