

Job Description – Director of Finance and Operations

Reporting to: CEO

Purpose and responsibilities

The Director of Finance and Operations is responsible for the strategic financial management and sustainability of Weaver Trust, and for the financial probity of the organisation.

They will be responsible for providing the leadership and management of the Trust’s finance and business functions, enabling the Trust to work effectively towards its mission, aims and objectives.

They will support the Chief Executive Officer in their role as the Trust’s accounting officer.

The duties and responsibilities listed below are indicative of the responsibilities of the Director of Finance and Operations, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic leadership and trust development

The Director of Finance and Operations will be accountable for supporting the trust’s strategic development and aims through effective financial planning and management, in line with regulations.

The Director of Finance and Operations will:

- Advise the Trust Board & Committees, CEO, Headteachers and other leaders on all matters relating to financial strategy and operations
- Contribute to the development and implementation of the Trust’s strategy, providing financial planning and analysis and guidance on all activities, setting financial objectives and monitoring performance
- Conduct commercial and financial due diligence on relevant matters, reporting to the board and other trust leaders with recommendations
- Be responsible for financial risk management and working with the CEO lead the Trust’s risk management approach, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the Trust’s risk register
- Develop, implement and monitor the Trust’s business plan, using effective financial and budget modelling and benchmarking to support strong decision-making

Financial management and control

The Director of Finance and Operations will be accountable for maintaining robust financial management of the trust and its schools, using PSF.

The Director of Finance and Operations will:

- Manage the 3-year budget process, from planning through to approval, working with the CEO
- Work with the CEO and Headteachers to prepare and monitor the budget in line with Trust’s budget and each school’s development plan

- Provide accurate and timely information to the board, its committees and other leaders to enable effective budgetary control
- Develop, implement and manage the trust's financial policies and procedures including procurement, reserves virements, asset management and disposal, in accordance with the Academies Handbook, enabling robust financial management
- Take appropriate action to address financial risks, problems and irregularities
- Develop and maintain an effective internal audit procedure, aligned with the Trust's risk management strategy
- Manage the external audit procedures for the Trust, and follow up on any recommendations resulting from audits
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering process
- Oversee the trust's commercial contracts, ensuring they represent value for money
- Arrange and manage necessary insurance arrangements for the trust
- Manage the trust's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for
- Manage the trust's cash position at all times, including overseeing bank deposits
- Support the income generation strategy for the Trust

Projects and contracts

The Director of Finance and Operations will be accountable for ensuring the contracts represent value for money and meet the Academies Handbook and identify projects for the benefit of enhancing education where appropriate.

The Director of Finance and Operations will:

- In accordance with financial regulations, and Trust Scheme of Delegation prepare contracts and advise the CEO, leadership team, Headteachers and Trust Board on the selection of contracts.
- Oversee the performance of such contracts to ensure that the Trust receives the service defined.
- Obtain the necessary licences and permissions, and ensure their relevance and timeliness in accordance with the financial procurement procedures
- Ensure that appropriate insurances exist for cover of all aspects of the Trust's life, including buildings, contents and trips.
- Propose business plans for the on-going development of the Trust's support services and business management.
- Manage and implement projects for the extension, development and improvement of the Trust's infrastructure, premises and support services.
- Manage and implement non-curriculum-related projects to meet government or local authority requirements/legislation.
- Work with each school's Site Managers to negotiate, manage and monitor contracts, tenders and agreements for the provision of services.

Reporting and Compliance

The Director of Finance and Operations will be accountable for ensuring that the Trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner, fully in line with the Academies Handbook and DfE requirements.

The Director of Finance and Operations will:

- Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House
- Prepare and submit the trust's financial returns and reports, including annual accounts and monthly management accounts
- Maintain the trust's accounts in line with the funding agreement and the Academies Handbook
- Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required

- Provide appropriate and timely reports to the CEO and trust board and school leaders to support effective leadership and governance

Leadership and management

The Director of Finance and Operations will be accountable for supporting the effective management of the trust and its academies, and for providing motivational leadership at all levels of the trust's organisation.

The Director of Finance and Operations will:

- Take responsibility for the trust's financial management system including managing user access, providing training, considering future system developments and generating reports
- Manage the Central Team, taking responsibility for their professional development and ensuring best practice is observed at all times
- Work with the CEO and other relevant staff to support the effective delivery of payroll services for the trust and its academies
- Develop effective relationships with the trust's stakeholders and partners in order to support its development and operation

The Director of Finance and Operations will also:

- Act as a representative for the trust in external networks and forums, raising the profile of the trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work
- Attend and participate in all meetings of the Central Trust Team
- Undertake leadership duties alongside other members of the Central Trust Team
- Line manage identified staff
- Work with the CEO and other relevant staff to support the effective delivery of payroll services for the trust and its academies
- Act as a representative for the trust in external networks and forums, raising the profile of the trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work

Notes

This job description may be amended at any time in consultation with the postholder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The Trust will endeavour to make any necessary reasonable adjustments to the post and the working environment under the provisions of the Equality Act 2010.

Weaver Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the right to work in the UK. The Trust will also undertake online checks prior to interview and also require a certificate of good conduct for residence outside of the UK for month than six months.