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| Name | | Alec Reed Academy Job Description |
| Post No. | | |
| Date drafted | June 2012 | |
| Date reviewed | July 2025 | |
|  | | <p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the WLA.</p> <p>It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p> |
| Job Title | | Director of Finance & Resources |
| Location/work base | | Alec Reed Academy |
| Grade | | |
| Reporting to: | | The Board of Trustees through the Principal |
| Line Manager | | Principal and Chief Executive Officer |
| Posts directly supervised: | | Finance Manager, IT Network Manager, Executive Chef, Hygiene Services Manager, Building Services Manager and Community Sports Centre & Lettings Manager |
| Staff or contractors indirectly supervised | | Finance Team, IT Network Team, Hygiene Services Team, Hospitality Team, Building Services Team, Security Team |
| THE MAIN PURPOSE OF THE JOB | | |
| <p>As a key member of the Academy Leadership Team, the Director of Finance & Resources plays a strategic and operational role in ensuring the smooth running of the academy's business support functions. This allows the wider leadership team to remain focused on delivering outstanding educational outcomes.</p> <p>The postholder will lead on aspects of Finance and resource management across the academy, including Building Services, IT Network Services, Hospitality Services, Hygiene Services, Community Sports, and Lettings. This role also includes the statutory duties of Chief Financial Officer (CFO) and Company Secretary.</p> <p>Reporting directly to the Principal & CEO and working closely with Trustees, you will shape the academy's strategic direction, ensure compliance with statutory obligations, and lead a culture of high performance, accountability, and continuous improvement across all business functions.</p> | | |

SPECIFIC DUTIES AND RESPONSIBILITIES

Key Areas of Responsibility:

The Director of Finance & Resources is responsible for the following functions:

1. Finance and Company Secretarial functions in conjunction with the Finance Manager:
 - Lead the academy's financial strategy, annual budgeting, and forecasting processes to support long-term educational and operational objectives
 - Fulfil the statutory duties of the Chief Financial Officer (CFO), including oversight of financial controls, internal audit, risk management, and reporting
 - Provide expert financial advice to the Principal, Leadership Team, and Trustees, ensuring informed decision-making at all levels
 - Ensure compliance with all regulatory and statutory requirements, including the Academy Trust Handbook, ESFA, DfE, HMRC, and Companies House
 - Oversee and ensure the integrity of all financial processes, systems, and procedures—ensuring that the nominal ledger, purchase ledger, sales ledger, and cash book are maintained accurately and in a timely manner
 - Manage the accurate and timely completion of all statutory returns, including HMRC VAT, Corporation Tax, and Companies House Annual Returns
 - Ensure the Academy's payroll and associated statutory returns are processed accurately and within required deadlines, including submissions to HMRC and pension providers
 - Undertake treasury management and cash flow forecasting, ensuring adequate liquidity and financial sustainability
 - Oversee the monthly reporting of management accounts, including identification and analysis of key variances against budget and forecast
 - Lead the preparation of the annual budget, ensuring alignment with academy priorities
 - Prepare the statutory accounts and provide audit schedules and supporting notes to external auditors; support both annual audits and internal scrutiny processes
 - Draft the Director of Finance & Resources' financial sections of the termly reports to the Trustees
 - Ensure accurate financial administration of the John Chilton lease, including timely invoicing and reconciliation
 - Manage accounting, reporting, and performance monitoring for academy-run businesses such as the Community Sports Centre, hospitality services, and uniform shop, including KPI reporting and analysis
 - Prepare and submit regular returns to the DfE and other bodies providing grants or funding
 - Liaise with the DfE/ESFA and Local Authority on funding matters, financial manuals, and any services purchased from local authorities
 - Liaise effectively with auditors, regulators, and the Responsible Officer, ensuring recommendations are implemented and internal controls remain robust
 - Maintain effective relationships with auditors, insurers, bankers, the London Borough of Ealing, and other key stakeholders
 - Attend and actively contribute to Finance & Resources and Audit Sub-Committee meetings
 - Monitor and control expenditure across the academy, ensuring spending remains within agreed limits and value for money is achieved
 - Lead procurement and negotiate major contracts, ensuring that all goods and services represent best value
 - Manage the Risk Register, ensuring financial risks are clearly identified, assessed, and mitigated
 - Participate in external forums, including the Admissions Forum and Schools Forum, to represent the academy's financial interests

- Maintain and regularly update the Academy's Financial Handbook (ARA), ensuring that all finance staff and academy leaders are fully informed of compliance requirements
 - Lead on ad hoc projects or initiatives to improve the academy's financial sustainability, efficiency, or compliance.
2. Building Resources:
- Oversee building maintenance, capital projects, and site services to ensure value and safety
 - Maintain a compliant and healthy environment for all site users
 - Work with external specialists to manage site-related risks (e.g., fire, water, grounds).
3. IT Network:
- Ensure reliable, secure operation of IT, telephony, and CCTV systems
 - Oversee IT assets including servers, hardware, software licensing, and connectivity
 - Lead the ongoing development of IT strategy in line with operational and financial capacity.
4. Hospitality Services:
- Oversee the delivery of high quality, cost effective hospitality and catering provision
 - Ensure compliance with health and safety standards in all food and service areas
 - Manage related staff and contracts to deliver efficient, responsive services to students and staff.
5. Hygiene Services:
- Lead and monitor effective cleaning and hygiene provision to maintain a safe, sanitary environment throughout the academy.
6. Community Sports & Lettings:
- Develop and manage the academy's community sports provision and public use of facilities
 - Lead the lettings strategy to optimise use of academy spaces and generate additional income
 - Ensure all activities meet safeguarding, safety, and service quality expectations.
7. Membership of the Academy Leadership Team:
- Actively contribute to the strategic leadership of the academy as a member of the Academy Leadership Team
 - Support the development and implementation of educational, operational, and financial strategies.
8. General:
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
 - Any other ad hoc work deemed suitable by the Principal & CEO.