



ST. MATTHEW'S
Roman Catholic High School

We Pray, We Care, We Achieve

JOB APPLICATION PACK Director of Finance

DIOCESE OF  Salford



St Matthew's RC High School
Nuthurst Road, Moston, Manchester, M40 0EW
www.smrchs.com
Tel: (0161) 681 6178 Fax: (0161) 681 8590



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WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Director of Finance.

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is of course our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is much still to do, I am very confident that working together, we can achieve excellence for our community.

I have had the privilege of leading St Matthew's as Headteacher since September 2018. Considerable changes have been introduced across the school and the effectiveness of these were recognised at the Ofsted monitoring visit in January 2019. I know our full community have high ambitions for St Matthew's and believe we have a fantastic school in the making.

Together, with the Governors, we are looking for someone who will take this ambition forward, who can bring a team along with them and who can articulate a vision for the future and have the skills to realise that vision.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

I hope that you find the information in this pack useful and it helps you to make the decision to apply. I would be delighted to meet you should you wish to accept our open invitation to visit our wonderful school.

Yours sincerely,

Mrs Helen Murden
Headteacher



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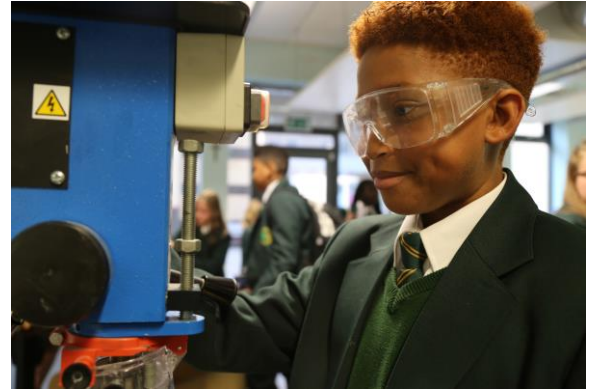
ST PATRICK'S
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Director of Finance

Permanent, Part-time position, 25 hrs per week, all year round

Grade 12 SCP 48 – 51, FTE £52,716 to £58,178 (actually salary approx. £37,654 to £40,127)

Start date September 2021 (or sooner if possible)



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional leader to join our wonderful school in the role of Director of Finance.

We are keen to hear from leaders with a wide range of skills who are able to provide strategic leadership of the school's finance arrangements.

You will be joining a highly focused and driven leadership team who are passionate about achieving academic excellence for all our students.

The successful candidate will be:

- A Qualified Accountant
- Experienced in successful financial leadership within senior finance role or roles
- A leader who consistently displays role-model behaviours
- Committed to supporting senior leaders with the development of young people's character and removing barriers to learning

- Able to strategically develop and lead effective teams, systems, policies and practices
- Emotionally intelligent

To arrange an informal visit, please contact Mrs Smith, Headteacher's PA, on 0161 681 6178 or by email at a.smith@smrchs.com

Closing date for applications: Monday 10 May 2021, 12 noon

Shortlisting: Tuesday, 11 May 2021

Interview date: Thursday, 20 May 2021

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Smith at a.smith@smrchs.com.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.



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PERSON SPECIFICATION

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below. This will be determined initially through the Application and subsequently, for selected candidates, through the interview process. References obtained about candidates will also be used in the assessment of their suitability for the post.

	Essential (E) Desirable (D)
<p>Qualifications (including Professional bodies)</p> <ul style="list-style-type: none"> Educated to degree level (or equivalent) Evidence of continuing professional development or further professional study Fully qualified Accountant (ACA, ACCA, CIPFA or CIMA) 	<p>D</p> <p>E</p> <p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> Successful financial leadership within substantial senior finance role or roles Commercial business development Has undertaken a post with ultimate responsibility for producing reporting and accounts Experience of developing systems and processes to generate efficiency and coherence Strategic development and implementation of plans Management of contracts Line management of multi-focused teams within a function Has worked in senior finance in education 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Knowledge, skills and behaviour</p> <ul style="list-style-type: none"> Financial analysis and interrogation Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking and nominal ledger Excellent communication; both oral and written and excellent interpersonal skills Excellent IT skills (Excel, Word, Outlook and Powerpoint) Ability to prioritise responsibilities under pressure and be self-motivating Leader who consistently displays role-model behaviours Personal integrity and confidentiality Excellent time management skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



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<p>Leadership & Management</p> <ul style="list-style-type: none"> • Team Leader with experience of managing a finance/corporate team • Evidence of holding staff to account for their professional conduct and practice, through fair and transparent processes and support and challenge • Ability to work well under pressure and meet deadlines • Ability to formulate, monitor, evaluate and review plans and policies • Ability to confront and resolve problems • Ability to innovate and manage change • Ability to take on new challenges and to be a leader • Positive, solution-focused and good humoured 	Will be assessed through Application Form and at interview
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JOB DESCRIPTION

Every member of staff at St Matthew's are expected to endeavour to maintain and develop the Catholic character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

This is a broad job description. Specific areas of responsibility and leadership will be agreed on appointment.

Post Title	Director of Finance
Post Holder	NJC Grade 12
Reporting to	School Governing Body and Headteacher
Overall	<ul style="list-style-type: none"> • To lead the schools finance and commercial services, providing operational leadership in planning, securing and maintaining the long term financial sustainability of the school • To be responsible for all financial arrangements of the School and to ensure they meet statutory, regulatory and auditing requirements • To liaise with colleagues and external bodies to ensure that internal controls, systems, processes and business practices accurately reflect best practice in the sector • To ensure that the financial analysis and reporting is maintained and developed to reflect best practice in the sector • To be responsible for risk identification, evaluation and management processes. • To support the development of a commercially-focused financial strategy, the management of assets and resources, and business planning



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Main duties and responsibilities	<ul style="list-style-type: none"> • To lead on the school's commercial/business planning assumptions, proposals and implementation to ensure that the long term financial plan is based on sound planning principals and is achieved, generating surpluses that contribute to sustained investments in buildings, estates, digital technologies and school improvement • Continually benchmark the school and its activities to the sector, to bring recommendations to the leaders, the implementation if which leads to efficiency, value for money and investment in resources in the right areas that support improvement in educational outcomes and the wellbeing of all children within the school • To lead on the commercial business development of the school, exploring opportunities to improve financial sustainability through business opportunities, growth and effective use of resources delivering efficiencies where appropriate • To prepare and present Integrated Curriculum Led Financial Planning, to contribute to and assist in the staffing resources within the school • To lead on the development of a Finance structure that develops expertise across the team • To be responsible for the integrity of all the financial systems and processes that feed into the accounting process • To produce, within agreed timescales, management accounts, forecasting, budgeting and statutory accounts for the school, within approved management, statutory, regulatory and auditing guidelines. Reports should reflect good practice and include KPIs • To manage cash flow • To lead on the budget setting and monitoring processes and the generation of the five-year financial plan within the planning cycle, ensuring that it delivers financial targets and incorporates all activities the school is, or is planning to be, involved in • To monitor efficiency throughout the school, carrying out specific reviews of operational areas as requested by the Headteacher • To be the main operational contact for all auditing activities across the school relating to financial controls, systems and processes and specifically ensure compliance with Financial Regulations • To carry out other duties as required and as may be reasonable be expected as commensurate with the grade of the post
Generic Leadership	<ul style="list-style-type: none"> • Playing a part in the Senior Leadership Team and supporting other members of SLT • Supporting the Headteacher • Line management of the finance team • Develop close working relationship with the Operational Business Manager and Deputy Headteachers • To fulfil the role and responsibilities of the Finance Lead as set out in the financial handbook



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	<ul style="list-style-type: none"> To provide clear information, advice and recommendations to the Headteacher and Governing Body regarding financial strategy to support the delivery of the best possible educational provision for pupils
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the Green Book (National Agreement on Pay and Conditions for Service – Support Staff).

This job description is current at the date shown, but in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. April 2021.

SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN.

All work in the school involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. St Matthew's 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 holder must be aware of the school's policies which safeguard and promote the welfare of children, and adhere to their guidelines. A DBS will be required for all roles at the school.



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