

**Job Description** **– Finance Director**

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| Job title | **Finance Director** |
| Grade | **Grade 7 (Point 50 – 58)** |
| Responsible to | **CEO** |
| Key liaison with | **CEO, Principals, Executive Team and functional managers, contractors and service delivery partners, pension providers, regulatory bodies** |
| Effective from | **March 2025** |

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| **SUMMIT LEARNING TRUST Mission Statement**Success through EndeavourAmbition through ChallengeStrength through Diversity |

**Job Purpose**

* To be a key contributor to our Trust’s strategic planning, with responsibility for providing associated budgets and financial data to underpin the delivery of our Trust’s strategic and operational objectives, ensuring sustainability in both operational and educational fields.
* To ensure that the longer-term benefits and risks of business decisions made by our Trust are fully considered and fit with our Trust’s overall financial strategy.
* To lead on the provision of a forward thinking, responsive and professional finance service, while ensuring that the Trust remains compliant with the requirements of the Academy Trust Handbook, Companies House, the Charities Act and other relevant statutory and regulatory requirements.
* To lead the finance and payroll central teams effectively and proactively, ensuring that the finance and payroll service meets the needs of all Principals and Directors and that communication, support and challenge are exceptional
* To lead the promotion and delivery of good financial management across the whole organisation, ensuring that public money is used appropriately, economically, efficiently and effectively.
* To provide clear financial direction for our Trust and providing the Trust Board with clear, concise and accurate strategic financial information to inform decision making.

**Key Accountabilities**

Accountable to: the CEO and Trust Board to deliver accurate, timely and insightful financial reporting to underpin strategic decision making.

Reports to: CEO and Chair of Finance and Resource Committee

* Clear and accessible information provided to all key stakeholders
* Overall performance of the Trust’s finance function
* Line management and professional development of the Trust Central finance and payroll teams

**Main Responsibilities and Tasks**

Strategic leadership

* Provide vision, strategic direction and leadership in the planning, management and development of effective Finance operations across our Trust
* Ensure that accurate financial data is used to drive and underpin our Trust’s strategic planning
* Ensure that financial governance is fit for the purpose of a growing Multi-Academy Trust and that appropriate planning is in place to meet the needs of the organisation over a rolling 5-year horizon
* Holding full accountability to the Trust Board for the performance and compliance of financial systems and processes
* Work with the Chair of the Audit and Risk Committee to ensure risk management is a cornerstone of the Executive Team’s work and project management
* With the Audit and Risk Committee, strategically plan internal audits and the audit schedule.
* Comply with ethical standards and with the seven principles for the conduct of people in public life.
* Develop strong relationships with all colleagues, particularly Trustees, Principals, Executive Directors and senior leaders within our Trust team
* Identify and support opportunities to increase our Trust’s income

Operational leadership

* Ensuring that our Trust meets its legal, corporate and statutory responsibilities relating to financial governance through advice, direction and support to the Trust Board, CEO, Deputy CEO and Executive Directors
* Working with our Trust’s Executive and Principals teams to ensure that the revenues and resources are managed efficiently and cost-effectively in support of educational and organisational objectives
* Leading and developing an effective, high-performing Finance and payroll team, working closely with the Trust Accountant and Management Accountant where appropriate, identifying and implementing improvements in efficiency where possible
* Delivering the annual audited accounts and all statutory returns for our Trust and any subsidiaries.
* Coaching and supporting Principals and other budget holders in the effective management of their finances.
* Monitor the financial performance of the academies and centralised functions regularly and systematically, and report the outcomes to the CEO, Deputy CEO and the Trust Board.
* Lead the funding pooling project ensuring Principal buy-in and support leading to a more efficient and effective financial system across our Trust.
* Oversee internal audits of the academies and Trust and take appropriate action in mitigation of any defaults.
* Ensure all finance-accountable policies are kept up to date.
* Ensure that budget-setting, monitoring and reporting processes for our Trust and individual academies are robust and effective.
* Ensure that policies and objectives for the financial management and control of the Trust and our academies are consistent with our Trust’s strategic aims and objectives, and compliant with statutory and other regulations.
* Promote effective communication within the finance and payroll teams, across the broader Trust and with external stakeholders and ensure that there are suitable processes for reviewing standards of service delivery and customer satisfaction levels.
* Enable the professional development of our Trust overall including our finance and payroll teams.
* Ensure that appropriate financial due diligence of prospective new academies is robust.

**Data Protection and Safeguarding**

* Work within the requirements of GDPR at all times.
* Understand your responsibilities in relation to Safeguarding and Child Protection and how to highlight an issue or concern.
* Remain vigilant to ensure all the children and young people we serve are protected from potential harm.

**General**

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the Payroll Department.

The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place.  To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

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| Job Description issued by the CEO: |  |
| Job Description received by: |  |
| Date: |  |