



<b>JOB TITLE</b>	<b>Finance Director</b>
<b>GRADE/BAND</b>	<b>SCP 40 - 44 (£48,474 - £52,540) NJC pay award pending</b>
<b>HOURS/WEEKS</b>	<b>37 hours per week, 52 weeks per year</b>
<b>REPORTING TO</b>	<b>Chief Operating Officer</b>

### Main Purpose of the Role

- ✓ To provide management and operational leadership for all financial aspects of the Trust.
- ✓ To support the COO and CEO with support to inform strategic decision making
- ✓ To formulate and implement the Trust wide financial plan within agreed aims and objectives.

### Key Responsibilities and Accountabilities

- ✓ Update budget forecasts on an ongoing basis to reflect changes in staffing, premises, and ICT plans during the year.
- ✓ Produce monthly management reports (including but not limited, explanation of material variances, balance sheet and cash flow statements) so that timely, accurate, and consistent financial information can be provided to leadership throughout the Trust.
- ✓ Ensure that Headteachers are provided with an accurate financial position in monthly management account meetings.
- ✓ Provide high quality finance support to the schools in the preparation of an annual budget for the Trust.
- ✓ Undertake financial procedures including regular bank reconciliations, balance sheet review, receipt of income remittances, reviewing and adjusting income and expenditure transactions as required, entering month end accounting entries.
- ✓ Prepare the monthly VAT return, and any other PAYE related returns.
- ✓ Work with academy leadership to ensure that the financial implications of their decisions are fully understood and explored.
- ✓ Assist the CEO/COO in preparing and submitting returns to the DfE, EFSA, and any other relevant bodies.
- ✓ Ensure all financial returns are submitted in line with the ESFA/ATHB
- ✓ Ensure the annual report and financial statements for the Trust, along with supporting documentation and input for the external auditors is complete.
- ✓ Provide support and training on all aspects of Trust finance.

**Child-centred**

**Collaborative**

**Curious**

**Challenging**



- ✓ Ensure records and controls are maintained as required by the Trust Auditors, recognising the requirements of the ESFA, DfE and Charity Commission.
  
- ✓ Be thoroughly conversant with the Trust Scheme of Financial Delegation and financial procedures/systems within each school.
- ✓ Ensure effective and efficient financial and accounting procedures are in place and implemented.
- ✓ Manage the maintenance of all school transactions and accounts, budget and balance sheets in readiness for reporting to the Trust.
- ✓ Oversee the checking, balancing and banking of all monies relating to the delegated budget that is received in school, ensuring accurate recording on the financial system.
- ✓ Oversee/ raise invoices and ensure these are paid promptly.
- ✓ Periodically review financial processes and procedures in schools.
- ✓ Review and update the Trust Financial policies and procedures as required.
- ✓ Ensure improvements to financial management and controls including appropriate input and response to finance internal audit recommendations.
- ✓ Provide financial analysis and modelling as required.
- ✓ Line manages the Trust finance team.
- ✓ Provide support to the COO in regard to procurement and contract management.
- ✓ To guide colleagues in relation to best value practice and efficient use of public monies.
- ✓ Ensure the conditions of any grants i.e.TCAf, Sponsor funding are met and appropriate documentation completed.

## General

- ✓ Attendance at staff meetings and Trust training activities where relevant.
- ✓ Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.
- ✓ Read, uphold and promote the safety and well-being of pupils as set out in the Trust and School safeguarding procedures.
- ✓ Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- ✓ Be aware of and support difference and ensure equal opportunities for all.
- ✓ Contribute to the overall vision and values of the Trust.

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- ✓ Appreciate and support the role of other professionals.
- ✓ Work effectively as part of a team.
- ✓ Attend relevant meetings, as required .
- ✓ Participate in training and other learning activities and performance development as required.
- ✓ Behave with courtesy and consideration for all others.

**The candidate must be able to rise to the technical financial challenges, as well as being able to communicate effectively with Senior Leaders and Office Manager colleagues enabling the best possible outcome for children. Maintaining the financial accounting systems across the MAT, ensuring compliance with the Academies Financial Handbook and other key financial guidance and legislative requirements.**

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**



**Person Specification**

<b>1. Qualifications and Training</b>	<b>Essential/ Desirable</b>	<b>Shortlisting</b>
A. At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C or higher.	E	✓
B. Formal accountancy qualification (ACA, ACCA, CIPFA, CIMA & Membership) Educated to Degree level or equivalent	E	✓
<b>2. Knowledge and Experience</b>	<b>Essential/ Desirable</b>	<b>Shortlisting</b>
A. Production of monthly management accounts and variance analysis	E	✓
B. Financial management within or supporting academies/schools	E	✓
C. Supporting the preparation of statutory accounts and returns	E	✓
D. Establishing financial systems/procedures within an organisation	E	✓
E. Liaising with statutory/internal auditors and implementing their recommendations	E	✓
F. Full and up to date knowledge of best practice in finance	E	✓
G. Reviewing and revising business processes and implementing new ways of working to drive continuous improvement and process efficiencies	D	
H. Financial management within or supporting academies/schools	D	
I. Line managing people	D	

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J. Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail	E	✓
K. Working in an environment where literacy and numeracy skills have been demonstrated	E	✓
<b>3. Skills and Abilities</b>	<b>Essential/ Desirable</b>	<b>Shortlisting</b>
A. Excellent written and verbal communication and interpersonal skills	E	✓
B. Exchanges complex or contentious information with a range of people, orally and in writing	E	
C. Links financial information to the activity driving the cost/income and tailors reports to the user	E	✓
D. Contributes clearly and effectively to discussion with others and deals with conflicting points of view effectively	E	
E. Uses and analyses external and internal information to support financial appraisals and/or recommendations	E	✓
F. Ability to work well within a team and direct, develop and motivate others	E	
G. Ability to work quickly, methodically and accurately.	E	
H. Uses initiative and decides the order in which own daily tasks are to be carried out	E	
I. Gathers enough relevant external/internal information to understand specific problems, issues, and events	E	▼
J. Ability to maintain a high level of confidentiality and discretion at all times	E	✓

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K. Ability to deal with a demanding and varied workload along with the ability to switch priorities at short notice	E	✓
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<b>4. Beliefs, attitudes and personal attributes</b>	<b>Essential/ Desirable</b>	<b>Shortlisting</b>
A. A shared commitment to the values of the Trust including the ability to work with colleagues across the Trust to achieve positive outcomes.	E	✓
C. Belief and commitment to equality of opportunity for all	E	
D. Optimism and resilience in the face of challenges	E	✓
E. Self-aware and an appetite for continuing to develop	E	✓

<b>5. Additional Factors</b>	<b>Essential/ Desirable</b>	<b>Shortlisting</b>
A. A commitment to safeguarding and promoting the welfare of children and young people.	E	✓
B. A willingness to share information and expertise.	E	
C. A commitment to ongoing staff development and the development of others.	E	