

## Head of Cluster Finance Job Description

<u>Job Title:</u>	Head of Cluster Finance, Band 5
<u>Directly Reporting to:</u>	Senior Executive Business Manager
<u>Indirectly Reporting to:</u>	Principals/Regional Director
<u>Responsible for:</u>	School and Cluster based staff in the following functions: <ul style="list-style-type: none"><li>• Finance</li></ul>

### Overall Job Purpose:

As the Head of Cluster Finance for the West London Cluster (Paddington Academy, Holland Park School, The Elms Academy, The Hurlingham Academy and Ernest Bevin Academy), the post-holder will be an integral part of the cluster team assisting with the strategic leadership of the Cluster and providing extensive day to day support to Academy-based staff on finance and resources matters.

In particular, the post holder will:

- Work with the Senior Executive Business Manager in providing high quality strategic financial planning to ensure that all Academies make the best possible use of its resources and can provide the best outcome for pupils
- Work with Academy-based staff on matters relating to finance and resources
- Work with the Senior Executive Business Manager to implement systems and procedures, to ensure compliance with United Learning policies
- To ensure returns to Head Office are completed accurately and in a timely manner

### Key responsibilities:

#### General

- To work closely with the Senior Executive Business Manager, individual Academies within the cluster, United Learning Head Office staff and other external parties
- Develop effective relationships with key stakeholders including, but not limited to, the Cluster Team, Principals/Executive Headteachers and other Academy-based staff
- To support the Local Governing Bodies, providing reports and information for decision making when required
- Prepare financial returns to United Learning within the required time scales

#### Finance

- Assist the Senior Executive Business Manager in providing strategic guidance, leadership and management of the Cluster finances
- Work on developing, setting and monitoring the annual budgets in conjunction with the individual Academies

- Under the direction of Cluster Leads, advise the Principals on financial strategy that supports the educational aims and ethos of the Cluster
- To ensure the effective implementation and operation of financial controls within each Academy, and ensure these adhere to United Learning policies
- To review and report on monthly management accounts and assist the management accounts with any month end accruals and prepayments, to include balancing recharge accounts
- To be responsible for the safe keeping of each Academy's financial records and to ensure that Retention Guidelines are adhered to
- Oversee the completion of the month end and end of year procedures and the preparation of accruals submissions to the management accountant
- Review all finance policies for each Academy and the annual reviews of the Business Continuity Plan, Risk Register and Audit Self Certification
- Support the Academies to maximise funding, grant and sponsorship opportunities
- Management of Academies' day-to-day finance function, including lettings across the Cluster, Holland Park trust requirements, donations from PTAs and all other external financial links, including operational management of the schools' purchase ledger systems and processes
- To manage the day-to-day income and expenditure transactions on the schools' accounts, through Access Dimensions and FocalPoint and ensure accurate reconciliation with the school bank accounts
- Oversee finance communication with Cluster schools and ensure departmental budget holders receive regular budget update reports
- Oversee the monthly payroll analysis of cluster schools to ensure accurate projections of salary costs
- Line management of the Cluster Finance team

#### Procurement

- Ensure best value in the acquisition of all services and resources through effective procurement and close liaison with the Cluster's Procurement Manager
- Monitor and review of contracts to ensure quality and best value
- Ensure compliance with tender policies and processes when securing contracts

#### Other

- To support the cluster academies by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

The job covers multi sites, it is therefore key that the Head of Cluster Finance can work in a 'stand-alone' capacity, with excellent organisational and time management skills. Travel between the schools is required to meet the needs of the role.

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy and willingly undertake any further duties required that are commensurate with the role.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

## Head of Cluster Finance Person Specification

	Essential	Desirable	Method of Assessment*
<b>EDUCATION/QUALIFICATIONS</b>			
Educated to degree level or equivalent.	✓		
Business/Finance management qualification or other relevant qualification for the role or equivalent experience.	✓		
A record of Continuing Professional Development activities.	✓		
<b>KNOWLEDGE AND EXPERIENCE</b>			
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓		
Experience delivering on multiple projects.	✓		
Experience of schools' education finance and other aspects of education administration.	✓		
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓		
Experience working with a range of internal and external stakeholders.	✓		
Knowledge and experience of managing procurement, contracts for services etc.	✓		
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	✓		
<b>SKILLS, BEHAVIOUR AND QUALITIES</b>			
A vision that is aligned with United Learning's high aspirations and high expectations of self and others.	✓		
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓		
An effective management style that encourages participation, innovation and develops colleagues' confidence.	✓		
Strong interpersonal, written and oral communication skills.	✓		
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓		
Confidence and self-motivation.	✓		
The ability to work well under pressure and manage conflicting demands.	✓		
Flexibility and willingness to be adaptable.	✓		
Able and willing to train for and carry out first aid	✓		
Able and willing to carry out lunch duties	✓		