



## JOB DESCRIPTION

<b>Job title:</b>	Head of Finance	
<b>Reports to:</b>	Director of Finance & Operations	
<b>Responsible for:</b>	Finance Managers and Finance Assistants	
<b>Scale/FTE:</b>	Salary Scale: BR13 – BR14	Hours: 22 - 30 Hours per Week/ 52 Weeks per Year

### Key Purpose and Responsibilities:

- Lead the financial management of the Trust ensuring compliance with the Academy Trust Handbook.
- To line manage the Finance Team and through effective performance management ensure the professional development of finance staff.
- Ensure that school and Trust finances are scrupulously planned in order to deliver the Trust's strategic objectives.
- To assist and support the Director of Finance & Operations in the completion of statutory returns such as the BFRO, BFR3Y and Annual Accounts.
- Preparation of annual budgets and 3-year budget forecasts in consultation with the Executive Leadership Team working towards financial sustainability and ensuring best value.
- To deploy the principles of Integrated Curriculum Financial Planning in budget setting to support the best education for pupils within the available funding.
- Review school's month end reports and present clear and accurate monthly budget monitoring reports to Head Teachers, Director of Finance & Operations, Resources Committee and Chief Executive Officer (Accounting Officer).
- Develop and lead efficient and effective administrative/operational processes, policies and procedures, setting the direction for sound financial administration across the Trust.
- Facilitate internal and external audit processes
- Co-ordination and effective administration of the Trust's Payroll function.

### Main Responsibilities and Duties

- Provide high level financial reporting and analysis for the Director of Finance/CEO and local schools as required, to inform Trustees and Governors of the Trust's/School's financial position.
- Ensure that the Trust meets the necessary standards for financial management and audit as defined by local and national regulations.

- To provide strategic and operational financial management services which enable the schools within the group to optimise the use of all available resources in a manner which is supportive and complementary to the overall objectives and the effective functioning of the Trust.
- To assist with the preparation of the annual budget in consultation with the DFO/CEO to include investigation of all relevant factors including inflation, salary increases, staffing changes and any other factors that may have an implication for schools' budgets.
- To review monthly monitoring reports for schools within the Trust (except those schools managed by the Head of Finance) and support the DFO in the preparation of reports to Trustees.
- To produce and advise on the interpretation of financial reports, monitoring actual spend against budget, ongoing review and in depth monitoring of the budget against actual spend for the DFO at Trust and individual school level.
- To assist the DFO in forward planning and 1 – 3 year budget forecast, developing the use of appropriate financial tools.
- To assist and support the DFO in completion of annual submissions to the DfE i.e. BFR3Y/BFRO, Gender Pay Gap Report, Payment Practices Report
- To assist and support the DFO in the preparation of the Trust annual accounts, End of Year Pension Certificates and Corporation Tax Return.
- To support DFO in the review and submission of the School Resources Management Self-Assessment Tool/Checklist (SRMSA).
- To develop and implement financial systems and procedures including those for quality assurance and to ensure the efficient and effective use of resources.
- To assist the DFO/CEO and Board of Trustees in the duty of ensuring that all financial procedures are adhered to and fully maintained/achieved and to assist in the preparation and review the Trust's Financial Regulations and Scheme of Delegation.
- To ensure that all funding due to the Trust is received.
- To calculate staffing costs, including investigations into contract details to support the DFO and COO.
- Attendance and reporting, where required, at Trustees' meetings and Local Governing Body meetings to support/deputise for the DFO.
- To review the current contracting arrangements for service provision and to regularly monitor the provision of contracted services.
- To co-ordinate purchase requirements of schools and negotiate favourable discounts with suppliers obtaining "best value" across the Trust.
- To provide advice to Finance Managers on financial procedures, such as lettings /ordering/payments /petty cash etc. or other relevant financial procedures for schools.
- To monitor expenditure on local school procurement cards and process on the financial management system.
- Authorise BACS and cheque payments as defined in the financial scheme of delegation.
- To undertake regular financial returns such as bank reconciliation/pre-payments and accruals/VAT/Payroll etc as recorded in the Financial Regulations and Scheme of Delegation
- Coordination and administration of the school and Trust payroll systems.

<ul style="list-style-type: none"> <li>▪ To manage the year-end procedures and the closure of accounts.</li> <li>▪ Working with the DFO/COO and Head of Estates on the financial management of the Schools Capital Allocation Funding.</li> <li>▪ To provide additional support to schools in the event of staff absence to ensure the effective operation of financial procedures.</li> <li>▪ Line management of finance staff including performance management, cover for staff absence or during the school holidays, professional development and undertaking the annual appraisal process.</li> <li>▪ To manage the recruitment of staff to the Finance team to ensure the smooth operation of the finance function as and when vacancies arise within the team.</li> </ul>	
<p><b>Other responsibilities relative to this role are:</b></p> <ul style="list-style-type: none"> <li>▪ Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.</li> <li>▪ To uphold the Trust's Staff Code of Conduct.</li> <li>▪ To establish and maintain professional and effective working relationships.</li> <li>▪ To participate in the performance review process, taking personal responsibility for your own professional development, identifying learning, development and training opportunities in discussion with line manager.</li> <li>▪ To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>▪ Adhere to all Trust policies, procedures and training including those pertaining to Safeguarding, Health &amp; Safety, Cyber Security, Data Protection and EDI.</li> <li>▪ Always maintain confidentiality in respect of Trust-related matters and prevent disclosure of confidential and sensitive information.</li> </ul>	
<p><b>Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
Person Specification	
Criteria	Essential = E Desirable = D
Qualifications/Education/Training	
To hold a professional financial qualification or relevant experience.	E
Knowledge and Experience	
Knowledge and experience of education finance, processes and procedures.	E
Knowledge and experience of SAGE Intaact for Education or other finance systems.	E

Experience of working in senior administrative role with significant aspects of financial management	D
Experience of leading and working as part of a team.	E
Skills and Abilities	
Excellent interpersonal and communication skills.	E
Fully conversant with IT and a competent user of word processing, email, spreadsheets and applications.	E
High level of analytical skills.	E
Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	E
Effective personal organisational and good time management skills with the ability to meet statutory deadlines in good time.	E
Ability to identify priorities quickly and accurately.	E
Ability to work with autonomy within set boundaries.	E
Ability to work under pressure.	E
A high level of personal professionalism and confidentiality.	E
Personal Attributes	
Enthusiasm and drive for working in a school.	E
Ability to work independently and collaboratively as a member of a team.	E
Reliability, confidentiality and integrity.	E
Ability to promote the positive image of the schools and the Trust.	E
Good health and attendance record.	E
A positive and flexible attitude to work.	E
Willingness to undertake further training/development opportunities	E
Date: July 2025	