

Role	Grade	Reports to
Head of Finance	£68,100 - £72,481 per annum	Chief Operating Officer (COO)

## **Main purpose of the job**

The Head of Finance (HoF) for the Prosperre Learning Trust will be a member of the Trust's Strategic Leadership Team and will provide oversight and day to day support on all finance and resource matters relating to the Trust. They will work closely with the COO to ensure the smooth running of the Trust.

The HoF will lead on matters relating to finance for the Trust and provide oversight, advice and guidance to individual academies in the Trust; ensuring there is effective and efficient financial management across the Trust and that Trust mission and values are embedded in financial practices.

The HoF will play a lead role in the financial development of the Trust Strategic Plan and plan and lead in the design, development and implementation of systems, policies and procedures to ensure compliance in all relevant financial legislation relating to the Trust.

## **Key relationships**

The postholder will be part of the central trust team, working closely with the Chief Executive Officer, Chief Operating Officer, Executive Headteachers, and Headteachers. In addition, the postholder will work closely as the line manager of the central Finance team and maintain effective working relationships with all operations staff throughout the Trust. Externally, the postholder will work with allocated suppliers on major Trust contracts and with key contacts in the Education and Skills Funding Agency.

## **Main accountabilities**

### **Strategic support and advice**

- Provide strategic guidance and leadership to all levels of management and governance in the Trust
- Oversight of the Prosperre Learning Trust finances, advising the Trust Board and appropriate committees on all financial matters relating to the Trust
- Advise the Trust Board and the Trust Strategic Leadership Team on the financial strategy, ensuring it supports the educational aims and ethos of the Prosperre Learning Trust
- To provide an advisory service within the Trust in all areas of finance including technical accounting queries, and training to key stakeholders in schools as required

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## **Financial management, reporting and compliance**

- Lead on and managing the overall annual budget of the Prospere Learning Trust, taking the lead role in developing, setting and monitoring the annual budget and the short, medium and long-term financial plans in conjunction with the individual academies and reporting to the COO, CEO and Trust Board as appropriate
- Oversee the monthly reporting timetable across the Trust, ensuring accurate school and Trust level management accounts are produced on a timely basis and reported to the Chair and CEO/COO making any recommendations as required
- Production of the Trust consolidated Management Accounts, including an I&E with commentary (consolidated and school level), Balance Sheet, capital update and cash flow forecast
- Utilise financial management information, especially benchmarking, to identify areas of relative spend, assess trends, develop KPIs and directly advise the COO and Trust Board
- Liaise with our auditors to prepare annual statutory accounts and/or prepare working papers as required
- Preparation of papers for the Trust Audit and Finance Committee meetings
- Ensure timely completion and submission of all Educational and Skills Funding Agency, Department for Education and any other statutory submissions
- Oversee the internal and external audit service to the Trust and be responsible for delivery of action plans arising from audits
- Ensure that all tax affairs are managed appropriately, including submission of the monthly VAT returns
- Update information held at Companies House on a regular and timely basis ensuring accounts and returns are filed appropriately
- Negotiate, manage and monitor Trust wide contracts, tenders and agreements for the provision of support and operational services
- Research, collate, and analyse data for the Trust Board as required
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Oversee the capital works programme across the Trust through, monitoring financial allocations and ensuring spend is in line with Trust priorities
- Ensure best value in the acquisition of all services and resources through effective procurement and contract management
- Ensure compliance with tender policies and processes when securing contracts
- Monitor and review Trust wide financial contracts to ensure quality and best value
- Establish and use effective methods to review and improve administrative systems, including maximising the use of software tools to increase efficiency

## **Developing and maintaining financial procedures and systems**

- Develop and implement robust financial management policies, processes and reporting systems that satisfy statutory accounting and audit requirements and ensure full compliance with the Academy Trust Handbook
- Ensure that the Trust complies with all requirements of the Academies Trust Handbook, Company and Charity law and the statutory requirements laid out by the Secretary of State for Education
- Manage the trust finance software, and to ensure that robust processes and procedures are in place regarding its use

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- Develop and implement strategies for the generation of additional revenue and resources for the Trust and its academies including leading on the development of the Trust's investment strategy
- Be responsible for payroll and pension administration for the Trust, operating in conjunction with the payroll provider, Local Authority pension team and the Local Government Pension Scheme Administrators
- Establish, monitor and review policies concerning buying and ordering to demonstrate compliance and value for money
- Coordinate the policy review cycle for the Trust's financial policies ensuring a timely and accurate review of all policies, and subsequent compliance with policies
- Ensure that there are robust risk management procedures and risk protection arrangements (insurance) operating across all academies in the Trust

## **People management**

- Full line management of the Trust's Deputy Head of Finance and Finance Business Partners, including recruitment, probationary period management, performance management, absence management and staff development
- Oversight of the central finance transactional team via the Deputy Head of Finance

## **Trust expectations for all employees**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

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Person Specification	Essential / Desirable	Assessment stage
<b>Qualifications</b>		
Qualified account (ACA, ACCA, CIMA or equivalent)	Essential	Application
<b>Knowledge and Experience</b>		
Experience of leading financial planning for a school, academy or other organisation	Essential	Application, Interview
Experience of working in financial management, financial analysis and risk management	Essential	Application, Interview
Experience of overseeing month end and year processes and audits	Essential	Application, Interview
Experience of using accounting systems to drive efficiency	Essential	Application, Interview
Experience of budget management and monitoring, with strong interpretational skills and the ability to analyse and provide commentary on financial data	Essential	Application, Interview
Experience of reporting complex data in a coherent way for finance and non-finance colleagues	Essential	Application, Interview
Ability to complete core transactional work alongside strategic level responsibilities	Essential	Application, Interview
Experience of completing procurement exercises and monitoring, ensuring best value for money and key performance indicators are met	Desirable	Application, Interview
Detailed knowledge of academy finances as detailed within Academies Trust Handbook and Academies Accounts Direction	Desirable	Application, Interview
Experience of preparing or auditing statutory accounts	Desirable	Application, Interview
Experience of Project Management, ensuring projects meet financial targets	Desirable	Application Interview
<b>Behaviours and Values</b>		
Displays strong leadership skills and has the ability to identify clear goals and to deliver positive outcomes through effective performance management arrangements	Essential	Application, Interview

Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Self-directing and able to use own initiative to make decisions and identify innovative solutions to problems not previously experienced	Essential	Application, Interview
Personal commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application, Interview
Considers options, risks and impact to make decisions, solve problems and provide expert advice	Essential	Application, Interview
Takes responsibility for producing accurate results working with diligence, focus and pace	Essential	Application, Interview
Demonstrates a creative and innovate approach	Essential	Application, Interview
Demonstrates flexibility in approach, the ability to adapt to changing workload demands and able to prioritise appropriately	Essential	Application, Interview