

## JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

### Line of responsibility:

The post holder will be directly responsible to Chief Finance and Operating Officer.

### Job purpose:

- To lead on setting high standards of financial management and probity.
- Ensure the financial sustainability of the academy Trust and monitor the trust's financial position.
- Ensure all finances of the Trust are processed in line with the academy's funding agreement, relevant policies, ESFA procedures and statutory guidance.
- Assure the ESFA, public and government of strong processes and oversight in relation to the management of public funds.
- Uphold good governance and ethical behaviour, including good accounting practices and internal control systems.
- Ensure that the Trusts's resources are managed efficiently, ethically and professionally.
- Analyse and interpret financial reports, communicating findings in a simplified manner when necessary to the Trust Board and Finance and Audit Committee
- Cooperate with, initiate and manage all audit procedures.
- Implement appropriate safeguarding protocols and control measures.
- Contribute to the ethos, development and success of the Trust.

### Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Line Manager.

- Analyse and interpret financial data in relation to the academy; developing solutions and strategies over the medium and long term.
- Maintain full and accurate accounting records.
- Ensure that bank accounts, financial systems and financial records have appropriate separation of duties.
- Lead on the budget setting process for the Trust and ensuring actions are taken to ensure the financial position of the Trust is protected.
- Advise the board of trustees in writing if it appears to be failing to act in accordance with the academy's funding agreement or statutory guidance.
- Notify the ESFA's accounting officer of any action taken that is in breach of the academy's articles or funding agreement, or that is not in line with statutory guidance.
- Maintain effective systems of internal audit and control.

- Oversee the Finance team to ensure a high quality financial service is offered to all schools. Ensure staff are appropriately trained and all appraisals are undertaken.
- Work with the CFOO to develop the strategic direction of the Trust including taking appropriate measures where there are financial pressures.
- Ensure that expenditure and receipts are dealt with in accordance with the government's intentions and the Trust's financial procedures.
- Implement control measures to prevent losses or misuse of the academy's property and assets.
- Maintain the balance sheet and fixed asset / contract registers.
- Submit reports on the academy's financial position to the finance committee and audit committee, where appropriate.
- Build strong relationships with Headteachers and ensure that academy-based finance / office staff receive timely, succinct and clear guidance to ensure that they are effective and efficient in the discharge of their duties.
- Ensure all forms and returns required by the ESFA are prepared and submitted in the specified format and filed before the deadline, including the statement on regularity, propriety and compliance and the internal scrutiny summary report.
- Maintain financial records to an appropriate standard in order to meet legal and tax requirements.
- Ensure that the board of trustees and governing board receive the necessary financial information to perform their roles effectively including highlighting any action or policy which is under consideration by them is incompatible with the terms of the Trust's articles or funding agreement.
- Ensure all statutory returns are properly accounted for, appropriate records held and funding bodies receive appropriate evidence around the account for spending and income.
- Liaise with external regulators such as the ESFA and Charity Commission.
- Advise the ESFA and the board of trustees of instances of irregularity or impropriety, or non-compliance with the funding agreement or handbook.
- Work as part of the central services team to develop services and support to improve the Trust schools and outcomes for our children.

To carry out any other duties as may from time to time be required.

**Conditions of employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- To maintain confidentiality.

- To participate in training and other learning activities and performance development as required and to participate in training of others.
- To perform duties in line with health and safety requirements and report to the Headteacher/Line Manager where hazards are identified.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

### **Lone Working**

The post holder is to observe the recommendations by DLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Headteacher/Line Manager as soon as possible.

### **Training**

The post holder is required to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training. CIPP Payroll Technician Certificate Training will be offered to those in this particular role and will require the participant to sign the Trust Learning Agreement.

### **Health & Safety**

The post holder is required to gain an understanding of the Trust's health and safety procedures, health and safety legislation, and statutory codes of practice and regulations, comply with them at all times and ensure that safety equipment and protective clothing provided are always used during your hours of work for the Trust. The Trust's health and safety information is available in the School Office or from the HR Office.

### **Working Conditions**

The DLPT is a Multi-Academy Trust, as such staff may be required to work or travel between any of the MAT locations together with any future Academy premises within a reasonable travelling distance.

### **Safeguarding**

The DLPT is committed to safeguarding and promoting the welfare of children and young people. Regular safeguarding checks will be carried out by HR.

*You may be expected to perform duties of a similar or related nature to those outlined in the job description.*

*This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate*