



INFORMATION PACK

Deputy Chief Finance Officer



JOB DESCRIPTION

Job Title: Deputy Chief Finance Officer

Line Manager: Chief Financial Officer

Salary: £80,000 - £87,500FTE (with 4 pay points)

Place of Work: Central Offices (Hybrid Working)

Contract Terms: Minimum 42 weeks working (TT + 4) to full time (negotiable)

Disclosure level: Enhanced DBS

Role Summary

The Deputy Chief Finance Officer (DCFO) will lead on all aspects of operational finance, financial policies, systems and processes ensuring consistency, efficiency and compliance with regulatory requirements.

As DCFO you will:

- Lead on the design and delivery of the trust financial operations including, day to day, month end processes and financial reporting, and ensure the proper administration of financial affairs;
- Lead/manage the finance team in the development and maintenance of all financial systems and processes and ensure these are understood and adhered to;
- Work with the CFO to scope, plan and implement finance projects (process improvement, on boarding new schools, financial system changes, etc...);
- Ensure regulatory compliance and drive continuous improvement across the Trust; and
- Deputise for the CFO in their absence as required.

Key Responsibilities

Operational Finance Leadership

- Be responsible and accountable for the oversight of day-to-day financial operations, month-end processes, and financial reporting throughout the Trust and support central finance colleagues in providing effective and efficient support to schools.
- Ensure all aspects of financial management are carried out in an accurate and timely manner and that period close and year end routines are strictly adhered to.
- Ensure finance staff are well supported and trained.
- Lead the review of financial systems and processes ensuring they are streamlined, efficient, robust, compliant ensuring that they are understood and implemented.
- Lead on the back office review project for the finance team.
- Maintain a sound and effective system of internal controls and financial risk management.
- Ensure accurate and timely production of consolidated management accounts, financial statements and statutory returns in accordance with guidance and in line with prescribed timelines.
- Monitor cash flow and working capital across the Trust.
- Support the head of Trust accounting when required for BACs payments & payroll journals.
- Provide guidance to Meadowbrook & support other central finance colleagues when required.
- Line manage the Head of Primary Finance Business Partnering, Head of Finance systems and some of the central accounting team.
- Act as the main point of contact for the central finance team for operational finance issues, the CFO remaining the key contact for resource allocation/budgets.

Project Management

- Lead on finance process improvement to achieve greater consistency and automation of all finance processes across our schools while ensuring adherence to financial regulations. This would involve coordinating the central finance team and schools, organising workshops, mapping and writing processes and supporting the delivery of the training in implementing those.
- Support the CFO with due diligence, conversion and onboarding of new academies
- Work in conjunction with the head of finance systems to procure, plan and implement finance systems
- Support the upcoming tender process for external audit services;
- Lead on any other project as agreed by the CFO. Develop detailed project plans, define scope, allocate resources, monitor project progress, identify and mitigate risks, and report regularly to the CFO and other relevant stakeholders.

Audit, Compliance & Risk Management

- Ensure full compliance with the Academies trust handbook, charity and companies house statutory requirements, other DfE requirements and the MAT's internal policies.
- Maintain a sound and effective system of internal controls and support the CFO in the identification and management of financial risks across the Trust.
- Maintain up-to-date knowledge of changes in financial regulations and best practice.
- Act as a key point of contact for external auditors, supporting the CFO in the annual audit process and ensuring all required documentation is in place.
- Develop an effective relationship with the internal scrutiny provider and enable them to operate effectively.

Financial planning

- Support the CFO in reviewing schools' budgets and preparing reports to schools and local governing bodies.

Other duties and accountabilities

- Assist in the investigation, sourcing and maximisation of income opportunities
- Assist the CFO in preparing reports and papers for trust meetings
- Establish a high level of credibility and manage strong working relationships with external partners including DfE, HMRC, external auditors;
- Share best practice with sector & related bodies and maintain a presence in professional networks;
- Keep up to date with legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters;
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the CFO;
- Ensuring compliance with the Academy Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity;
- Promoting the Academy Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust;
- Undertaking such other duties as reasonably correspond to the general character of the post;
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level or nature that is not specified in this job description.

PERSON SPECIFICATION

Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Degree level education • A recognised accounting qualification (eg. CIMA, ACCA, ICAEW or CIPFA or equivalent) 	<ul style="list-style-type: none"> • Diploma in school financial and operational leadership
Relevant Experience	<ul style="list-style-type: none"> • Track record in leading an effective finance function and building effective teams • Excellent skills in strategic planning and management of financial resources. • Proven experience of designing and implementing financial management processes and controls • Experience of working with stakeholders to develop strong financial understanding. • Successful record of prioritising and delivering objectives 	
IT & data management skills	<ul style="list-style-type: none"> • High level of IT competence and data management & reporting Ability to analyse data 	<ul style="list-style-type: none"> • Iris Financials • SBS budgeting
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Strategic vision • Strong analytical and problem solving skills • Energetic, positive, and resilient leadership able to inspire confidence and respect and exemplify high standards of conduct and personal behaviour • Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options. 	

PERSON SPECIFICATION

Specification	Essential	Desirable
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Ability to implement financial improvement • Proactive, innovative approach, constantly looking for improvement • Adaptable to context and people • A clear understanding and appreciation of the power of collaboration • Team-player and ability to manage and develop team members • Lead through high expectation and aspiration • Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently, both verbal and written. • Ability to remain positive under challenging circumstances and keep calm in difficult situations • Excellent time management and ability to meet deadlines • Organised and thorough, with a good eye for detail • Proactive, school-focused service • Networking effectively • Act with professional integrity 	<ul style="list-style-type: none"> • A positive, enthusiastic outlook and passion to work with children in an educational setting

