

Head of Finance

Job Description

Job Area:	Central Services
Department:	Finance
Responsible to:	Chief Executive Officer
Line management responsibility:	Finance Team
Hours:	36 hours a week, 52 weeks a year (Full Time)
Salary Range:	ET2, NJC Point 49-53 (£63,963 - £68,782)

Main objectives of the post

The Head of Finance (HoF) takes responsibility for the management of Financial Administration, Financial Accounting, Budgeting and Forecasting for the Trust, as well as the quality of financial support to JCAT's academies

The HoF will work with the support of the Chief Executive Officer (CEO) and provides line management to the Finance Team. The HoF will ensure that Trust Financial Administration is carried out to an excellent standard, all regular and annual reporting is accurate and timely and carried out in a manner that promotes trust and a professional image of the finance team and Trust to its staff, members, Governors and supporters.

The HoF will be the key technical accountant for the Trust taking responsibility to produce the Financial Statements and, through the finance team, the management of all transactional, banking, payment and receiving services.

Key Responsibilities:

1. Management of the Finance team ensuring that accounts payable, accounts receivable and credit control, are appropriately managed and follow best practice, audit and Trust requirements,
2. Ensure that the Finance team continues to work as a single flexible supportive unit, sharing expertise and resources as necessary for the common goal.
3. Keep under ongoing review the arrangements and effectiveness of the Finance team in light of the capabilities and capacities of staff.
4. Working with the Finance Manager, oversee that budgeting/planning, management accounting, project and capital activities and planning and business support are appropriately managed and follow best practice, audit and Trust requirements, providing support and cover to the Finance Manager as necessary.
5. Produce the annual draft Financial Statements and audit schedules and manage the Trust's activities to ensure an effective and timely external audit.
6. Working with the CEO and JCAT's schools to monitor and challenge individual academy financial performance
7. Working with the Head of HR to determine staffing requirements and costs, ensure the production of the annual draft budget and mid- year reforecasts for the Trust to the highest standard and ensure the appropriate tools for financial management against the budget and forecasts are in place.
8. Working with the Finance Manager, ensure the production of financial and management information for the Board and other Trust committees as required.
9. Manage the Trust's day-to-day relationship with its Bank and other transaction servicing suppliers, ensuring effective control of all receipts and payments including devising effective, efficient and innovative modern transactional solutions and ensuring compliance with appropriate security standards, including Payment Card Data Security Standards.

10. Working with the Finance Manager, ensure the provision of secretarial support to the Trust's, Audit, Finance and Resources Committee and produce papers for these committees.
11. Working with Trust staff, manage the financial relationship with Trust suppliers, members and customers including providing effective credit control, being a key facilitator of effective financial management and administration at the Trust, attending key FM contract meetings, Trust management meetings and Governor meetings as necessary.
12. Ensure that the Trust's P&L and balance sheet are well managed through the Trust accounting package and business support financial systems.
13. Provide an efficient, effective and economic financial control environment to the Trust. Support the Trust's programme of internal financial review.
14. Ensure that the Trust applies and communicates appropriate controls to mitigate the risk of financial fraud across the Trust's operations.
15. Manage the Trust's short and medium term cash flow and provide financial forecasts as necessary.
16. Together with the Finance Team, ensure that the Trust's monthly VAT returns (including through Making Tax Digital submissions) and other ESFA and DfE returns, are completed accurately and on time. Liaise with the Trust's advisors and HMRC as appropriate.
17. Ensure proper reporting and recording of the Trust's various restricted and designated funds and provide support to Head Teachers and External Relations in the management of donated funds.
18. Improve and innovate processes with clarity, ensuring appropriate documentation is produced and maintained by the Finance team.

Professional Development

1. Engage in relevant Continuing Professional Development.
2. Any other reasonable duties commensurate with the level for the post, which may be required from time to time.

Additional Information

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the CEO.

The post holder may be required to travel to different school sites within JCAT.

JCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with JCAT's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the Trust, they must report any concerns to the Trust's Child Protection Officer.

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Person Specification

Qualifications and training	Criteria
Excellent standard of education, preferably to level 6 together with good numeracy and literacy skills.	E
Educated to degree standard or equivalent (E)	E
ICAEW/CIMA/CIPFA/ACCA or equivalent qualified professional accountant member	E

Experience and Knowledge	
Experience of financial management in a medium to large organisation	E
Experience of financial accounting systems for: managing budgets, financial reporting; procurement and fixed assets	E
Experience of producing a set of Financial Statements and taking an organisation through an external audit for a not-for-profit body within the Charity SORP	E
Experience of developing an annual budget for a complex organisation (E)	E
Previous line management experience (E), ability to demonstrate team management skills	E
Experience of working with budget holders to monitor and challenge financial performance	E
Experience of providing Financial Accounting and Management Accounting to a significant organisation	E
Understanding of security requirements of PCI DSS and other similar standards (D)	
Experience of managing VAT in a similarly complex organisation, including under partial exemption arrangements	D
Experience of PS Financials	D
Experience of working in a school/educational sector environment	D

Skills	
Able to use a range of standard ICT packages to a high standard (Excel; Word; Outlook etc.)	E
Ability to communicate effectively both orally and in writing across a wide range of audiences	E
Ability to complete work to a required standard of accuracy and presentation	E
The ability to work with initiative and to tight deadlines	E
Show resilience under pressure	E
Have excellent organisational skills	E

Personal Attributes	
Committed to safeguarding and promoting the welfare of children and young people	E
A commitment to working as part of the whole Trust team and supporting the vision and aims of the Trust.	E
To be willing to undertake further professional development	E