

**Director of Finance**

**Salary:** NJC Grade 14 - Pt 39-42, £65,878 to £71,709

**Full Time:** 37 hours per week, 52 weeks per annum

**Start date:** March 2026 (or earlier if available)

**Responsible to:** Chief Operating Officer (COO)

An exceptional candidate is sought for the post of Director of Finance in this growing and dynamic Trust. The FD will play a crucial role in shaping and implementing the Trust's financial strategy and will work closely with the COO, CEO and the Trust Board to develop and deliver the Trust's wider strategic vision. The FD reports on a day-to-day basis to the COO and is responsible to relevant Trust committees. Candidates will be able to demonstrate proven ability in senior leadership and financial control within complex organisations, managing people and resources effectively, delivering results, thinking strategically, and inspiring and motivating others.

They will need to demonstrate high energy, thrive on challenge and possess the ability to both think and communicate, to a range of stakeholders, with clarity and with the facility to execute key initiatives that will drive the Trust's success. This role requires a strong skill set in financial budgeting, forecasting and reporting, the monitoring of internal financial controls, an oversight of compliance with all statutory and regulatory requirements, the continual review of operational efficiency and value for money and strategic planning and execution. The successful applicant will demonstrate commercial acumen, strong entrepreneurial attributes, and the ability to lead and direct the financial team to support the operational effectiveness of the department. Although prior experience in the education sector is not a prerequisite, candidates must be able to demonstrate a skillset and experience that would enable them to act as the Chief Financial Officer of the Trust as set out by the Academy Trust Handbook and be willing to play a full part in the life of the Trust community.

**Key responsibilities:**

1. Work closely with the COO, CEO and Senior Leadership Team (SLT) and the Trust board to realise the educational objectives agreed with the Trustees each year.
2. Hold the position of Chief Financial Officer of Infinity Academies Trust.
3. Be responsible for the efficient management of the Trust's financial resources, overseeing procurement processes and assigned contractual relationships.
4. Maintain and strengthen the financial systems/controls and compliance of the Trust.
5. Manage, support and develop the finance team in the furtherance of their roles.
6. Prepare and monitor the annual budget as agreed by the Trust Board.
7. Ensure financial reports, cash flow forecasts, ad hoc financial information, as requested by the Board, COO and CEO, and statutory returns are prepared in both a timely and accurate manner.
8. Support the year end process, including audit preparation work and the production of the annual statutory accounts.
9. Ensure compliance with the Academy Trust Handbook

The responsibilities outlined below are not exhaustive but are indicative of the requirements of this significant and senior role.

### **Strategy and Planning**

1. Maintain the trust strategic plan, ensure it is consistent with and supports the Trust Development Plan and that it is reflected in the Trust budget.
2. Prepare annual budgets for the approval by the Trustees which meet with DfE and other regulatory requirements.
3. Support coordinated strategic development through working with senior leaders across the school.
4. Provide timely departmental financial analysis to assist headteachers in the management of their budgets.
5. Ensure cash is effectively controlled, invested and managed, maximising the income earned from bank balances.

### **Financial Reporting**

1. Manage the financial performance of the trust to achieve agreed financial targets, KPIs and operational surpluses.
2. Ownership of all finance functions of the trust.
3. Provide the COO, CEO and Trust board with appropriate, regular and timely information about the trust finances, including management accounts, budgets and variance reports, cash flow forecasts and risks and opportunities, including outside usual reporting timescales as circumstances require.
4. Prepare business cases to support investment proposals and actively seek opportunities to maximise and increase income.
5. Ensure that a robust system of financial policies, procedures and internal controls is in place to comply with DfE guidance and other regulatory requirements.
6. Manage the year end audit process, ensure all financial and non-financial information is prepared and provided to the auditors on a timely basis.
7. Ensure all financial returns as required by external agencies are prepared and submitted on a timely basis.

### **Compliance**

1. Be aware of and ensure compliance with legislation and regulation pertaining to the trust in a proactive, enabling and facilitating manner.
2. Ensure the trust always operates within the requirements of The Academy Trust's Financial Handbook and according to the Scheme of Delegation and other Trustee decisions.
3. Regularly review accounting systems, procedures and working practices to ensure compliance.
4. Advise the COO, and the CEO if fraudulent activities are suspected or uncovered.
5. Ensure the trust complies with all regulatory requirements and other legislation and that all payments to such authorities are correct and paid on a timely basis.
6. Manage the Trust's Pension and payroll scheme including liaison with the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) administrators and ensure timely payments are made on a monthly basis to employees, HMRC, TPS and LGPS.
7. Ensure compliance with all applicable laws and regulations; ensure policies and procedures are in place and champion their application throughout the trust.
8. Identify, assess and manage risk, including management of the risk assessment process and Risk Register.
9. Ensure that the trust has appropriate insurance cover for all key insurable risks.
10. Lead on critical incident planning and lead on business continuity and financial planning to ensure that the trust and its academies are well prepared for any crisis.
11. Managing contracts, procurement, tendering and deployment and liaise closely with third parties to ensure that appropriate standards of service are provided for students, staff, and hospitality for agreed trust events e.g. catering and cleaning contracts.

12. Oversee the VAT process, ensuring any payments or repayments due are paid or received in a timely basis.

Follow up and address any recommendations made by either the internal or external auditors in an efficient manner,

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.*

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder's professional responsibilities and duties.*

*To conduct this role effectively you need to be aware of, and support, the fundamental mission and aims and objectives of Infinity Academies Trust, and to be instrumental in creating an ethos which facilitates the effective education of every student and member of staff to ensure that they are "ready to learn; prepared to flourish"*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

*Infinity Academies Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership*

**Person Specification**

The successful candidate will have most, although not necessarily all, of the following:

**Qualifications and Experience**

1. Qualified accountant or training to become one e.g. ICAEW, ACCA, CIMA or CIPFA (including the CIPFA qualification developed in line with ISBL)
2. Experience of working within financial management systems
3. Leading and Managing budgets
4. Designing and implementing financial management processes and controls
5. Managing procurement and contracts
6. Generating income and preparing bids

**Skills and Knowledge**

1. Strong strategic abilities and organisational skills with the capacity to guide whole-organisational development.
2. Financial literacy (budgeting, cost management, financial planning, and reporting) with strong analytical skills and the ability to present financial information clearly and concisely.
3. Strategic financial management and commercial acumen.
4. First-class communication skills- able to balance robustness with constructive, positive discussion and diplomacy with the confidence and personal authority to represent the school with a broad range of stakeholders.
5. Strong interpersonal skills and high levels of emotional intelligence, with a proven ability to operate effectively and efficiently in a complex environment while maintaining a sense of humour.
6. An understanding of the economic, financial, legal and commercial challenges in the leadership and management of maintained schools.
7. A clear and analytical thinker - willing to be flexible and solution focused and willing to listen to others as well as take and implement difficult decisions when necessary.
8. Versatility and ability to manage conflicting deadlines and priorities.
9. High levels of accuracy, attention to detail and stringent confidentiality.
10. Excellent IT skills and proficiency in MS Office Suite with advanced working knowledge of MS Excel.
11. Experience and working knowledge of Financial Management Information Systems and software packages.
12. An ability to navigate the dynamics between the Executive Team, Trust Board, and key external stakeholders

**Leadership Style and Personal Attributes**

1. A highly visible leader who can work both independently and as a key team member, with the ability to delegate and build rapport, empower colleagues and gain the confidence of wider stakeholders.
2. A clear understanding of and commitment to the development of Infinity Academies Trust and its continued growth.
3. Clarity of vision with the ability to communicate it in a compelling and engaging way.
4. An adaptable leadership style which encourages leadership from others and celebrates success.
5. A team player with a commitment to collaborative working, both within the trust and other stakeholders
6. Openness, humility, energy and enthusiasm.
7. Sensitivity and wisdom in managing relationships within a growing trust.

8. Highly ethical.
9. A commitment to the safeguarding of children.
10. Determined and resilient, able to remain calm in a crisis.
11. Values and promotes equality, diversity, and inclusion.