

Job Description

Director of Finance

Post Title:		Director of Finance
Location:		The Hub (Chessington School) with travel to the schools in the Trust
Purpose:		<p>The Director of Finance will provide strategic management and leadership of financial and commercial operations. The postholder will ensure the provision of management information for the Trust's planning and monitoring systems and will ensure the completion of statutory returns to external agencies.</p> <p>The postholder will provide strategic advice to the CEO, Headteachers and Trust board on all issues relating to financial matters. The postholder will undertake meaningful financial analysis in relation to performance management, asset management, investment appraisal, risk management and control.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> ● Strategic financial leadership ● Financial management and control ● Leadership of finance teams ● Supporting schools with preparing and monitoring budgets and delivering annual accounts ● Participation in relevant Executive Team, Trust Board and Local Advisory Body meetings, ensuring that the CEO, Executive Team, Trustees, and LAB members are fully informed, as required. ● Procurement for Trust-wide contracts ● Income generation at Trust and School level ● Payroll ● To act as the Trust's CFO
Reporting to:		CEO
Responsible for:		Trust Finance Manager, Head of Estates
Liaising with:		Internal: CEO, Executive Team, Headteachers, Trust Board
Salary/Grade:		
Disclosure level		Enhanced

MAIN (CORE) DUTIES

<p>Strategic Financial Leadership</p>	<ul style="list-style-type: none"> ● Advise the CEO, Trust Board and other Trust leaders on all matters relating to financial strategy and management. ● Contribute to the development and implementation of the Trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance. ● Lead on the Trust's risk management processes, including identifying strategic, operational and financial risks, overseeing steps to mitigate these risks, and the coordination of the Trust's Risk Register. ● Develop, implement, monitor and take responsibility for the Trust's Annual Budget and 3 Year Plan, using effective financial and budget modelling and benchmarking to support strong decision-making. ● As needed, conduct financial due diligence on schools applying to join the Trust and report to the Trust Board and other Trust leaders with recommendations. ● Advise the Board, including the CEO & Accounting Officer, about investment options and opportunities within the Trust's charitable aims ● Ensure investment risk is properly managed and the Board acts within its powers to invest as described in its articles of association; prepare an investment policy for Board approval, ensuring value for money
<p>Financial Management and Control</p>	<ul style="list-style-type: none"> ● Manage and lead the annual budget process, from planning through to approval, working with other Trust leaders. ● Work with the CEO and Headteachers within the Trust to monitor individual academies' budgets in line with school development plans and the Trust's strategic objectives. ● Prepare, analyse and report on management accounting information, to provide managers with timely, accurate and relevant information, and to contribute to the Trust's financial management procedures to ensure they are effective, efficient and compliant with appropriate financial statutory and regulatory requirements. ● Provide accurate and timely information to the Trust Board and other Trust leaders to enable effective budgetary control. ● Develop, implement and monitor the Trust's financial policies and procedures in accordance with the Academy Trust Handbook, enabling robust financial management. ● Take appropriate action to address financial risks, problems and irregularities, including where appropriate meeting with Headteachers and school Finance Managers to give clear directives on budgetary spend and cost-saving measures. ● Develop and maintain an effective internal audit procedure for the Trust and its academies, including engaging third-party audit reports and making recommendations for improvement. ● Manage the audit procedures (both internal and external) for the Trust and its academies, as part of the Annual Report & Accounts, and follow up on any recommendations resulting from audits. ● Arrange and manage necessary insurance arrangements for the Trust (ie. liaison with the RPA). ● Manage the Trust's tax and National Insurance arrangements. Ensure claims for VAT and business rates are submitted and refunds are received and accounted for appropriately. ● Manage the Trust's cash position at all times, including overseeing

		<p>bank deposits.</p> <ul style="list-style-type: none"> ● Manage and oversee assets, and maintain a fixed asset register
Reporting and Compliance		<ul style="list-style-type: none"> ● Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House. ● Prepare and submit the Trust's financial returns and reports, including annual accounts and monthly management accounts. ● Maintain the Trust's accounts in line with the funding agreement and the Academy Trust Handbook. ● Work with the Chief Operating Officer (COO) to monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required.
Procurement		<ul style="list-style-type: none"> ● Establish and monitor effective procurement procedures, in order to achieve financial efficiencies, including overseeing the tendering process for major purchases. ● Lead and overseeing the tendering process for major Trust-wide contracts ● Work with the CEO to oversee the Trust's commercial contracts, ensuring they represent value for money.
Payroll		<ul style="list-style-type: none"> ● Oversee the end-to-end payroll process, ensuring accuracy ● Ensure rigorous compliance with tax regulations, pensions and NI ● Oversee the contract with our payroll provider
Line Management		<ul style="list-style-type: none"> ● Lead the Head of Estates, ensuring appropriate estates management, the planning of capital projects and maintain strict financial controls ● Lead the Trust Finance Manager
Other Specific Duties:		
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p>		

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Chair of Trustees and CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed (postholder)

Date

Signed (CEO)

Date