



## Job Description

### Director of Finance and Operations

Bucks Pay Range 11-12, full-time, 52 weeks per year

**Responsible to:** The Headteacher

### Principal Responsibilities

To make a significant contribution to the school's strategic development, particularly in aspects not directly related to the curriculum, as a member of the Senior Leadership Team.

To work with the Headteacher and Governors to develop the school's financial plan and have overall responsibility for the management of the plan.

To lead, operate, maintain, and develop the financial procedures and systems of the school.

To ensure that the school is fully prepared to meet Ofsted and Audit financial criteria.

To be responsible for the school site and its buildings, their maintenance, development, and efficient use.

To ensure effective risk management in all aspects of Health and Safety.

To maintain a knowledge of sector developments and best practice as they relate to operational matters, communicating these to the Headteacher, Governing Body, managers, and staff as appropriate.

To manage finance, administrative, catering, cleaning, site, and technical support staff, ensuring duties are delegated appropriately.

To act as Company Secretary for the Governing Body and to be responsible for all associated records and returns.

To be the SLT link for the Parents' Association.

## **Duties and Responsibilities**

### **Finance and Strategy**

- To manage all aspects of the school's funding on behalf of the Headteacher, ensuring there are appropriate financial systems in place and accurate records are maintained, reporting on a regular basis to the Headteacher and Governors
- To produce monthly management accounts and notes to inform the Governing Body and Headteacher of the school's current position and highlight any areas of concern
- To evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget for school activity to support the School Improvement Plan
- To attend all Governors' Site and Finance Committee meetings and all Full Governing Body meetings to inform Governors of the up-to-date financial situation; to identify and inform of the causes of any significant variances and take prompt corrective action; propose revisions to the budget if necessary, in response to significant or unforeseen developments
- To manage the Finance System, ensuring that information is processed appropriately and to plan the allocation of support to department budget holders
- To manage the allocation of monies to teaching departments
- To monitor budget headings; to produce expenditure profiles; to highlight potential over/under spend and to manage agreed virement between budgets
- To ensure orders for all necessary resources are generated; to set thresholds and give advice regarding maximum limits; manage the school's Creditor System and ensure that ordering and authorisation for payment systems remain in line with agreed policy
- To maintain and monitor salary information and to produce salary forecasts; to deal with pay and pension queries
- To ensure that cash held by the school is managed in line with agreed procedures
- To be aware of current Audit regulations and criteria and ensure own knowledge is up to date, attending appropriate training as required
- To ensure all aspects of the school's compliance with EFSA Financial Regulations and Audit criteria and ensure that all relevant records are available to auditors on demand
- To manage the administration of the School Fund Account, with reference to:
  - the completion of statutory returns to the Charities Commission
  - administration of the 'Gift Aid' Scheme
  - reclaiming relevant tax payments
  - administration of matters concerning the registration of the School Fund with the Charities Commission
- To ensure effective investment and management of funds
- To ensure that income from all sources is managed and administered appropriately
- To be responsible for the overall monitoring of the school's external contracts and for quality monitoring, including the implementation of corrective measures, in particular the catering, cleaning, and grounds maintenance contracts
- To exploit and market the school facilities available for letting, operate the school booking system, maintain the financial and other appropriate records and ensure all associated administration is carried out

- To research and develop new ideas and approaches to generate additional income through business ventures and fundraising and undertake feasibility studies and special projects as required
- To maintain an economic and effective purchasing practice in order to achieve value for money and Best Value
- To benchmark systems and information to assess trends and make appropriate recommendations
- Review management accounts monthly with the Headteacher

### **Premises and Facilities Management**

- To manage all capital build and other building and development projects, liaising with contractors, consultants and others as appropriate
- To prepare and submit funding bids for site development projects and to liaise with the Local Authority on all school expansion plans
- To manage the administration of all maintenance and repair including programmed improvements to the school's site and buildings
- To liaise with the Site Manager to organise and control all aspects of the running of the school's estate; to liaise with contractors regarding the above and to manage the purchase and repair of all furniture and fittings
- To manage all issues associated with the school's insurance policies, licenses and other similar legal aspects
- To co-ordinate planning for the effective provision of ICT resources including hardware and software and the efficient running of the ICT support team
- To ensure that the school has a strategy for using technology aligned to the overall vision and plan for the school, ensuring value for money
- To ensure inventories of equipment and stock are maintained
- To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety

### **Health & Safety**

- To act as the school's Health & Safety Co-ordinator and to hold the IOSH certificate for the school
- To formulate, monitor and implement the school's Health & Safety Policy so that it complies with legislation
- To arrange and respond to Health & Safety Audits
- To ensure systems are in place to enable the identification of hazards and risk assessments
- To ensure all statutory records are kept and maintained

### **General Requirements**

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process

- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.
- Liaise with the Director of HR and Compliance on all matters concerning the staffing budget
- Liaise with the Director of HR and Compliance in the development of School Policies

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

Signature .....

Date .....

**Headteacher**

Name .....

Signature .....

Date .....