

Job Description
Executive Finance Director

Job Title: Executive Finance Director
Reports to: Chief Financial and Operations Officer (CFOO)

This job description summarises the purpose and responsibilities of the role; it is not an exhaustive list of tasks that may be necessary and undertaken to achieve this purpose. The purpose and responsibilities can be varied from time to time at the discretion of the Trust, in consultation with the role holder.

Summary of job role

To have a strategic overview of all Trust finance matters to ensure that the Trust is fully compliant and that financial regulations are adhered to. To hold the responsibility and accountability for the financial controls and procedures within the Trust and to manage the finance service for all schools within the Trust.

The Executive Finance Director is responsible and accountable for ensuring that sound and appropriate financial governance and risk management arrangements are in place, prepare and monitor budgets and ensure the delivery of annual accounts in accordance with the Academy Trust Handbook and all statutory requirements.

To provide strategic advice to the Accounting Officer, Chief Financial and Operations Officer and senior leaders on complex financial issues, regulation updates, processes and report to the Trust Board regularly.

Financial Management and Control – To be accountable and responsible for the following:

- Management of the finance department, including management of staff, management of relationships with third party providers of a range of support services, external contacts, payroll, pensions, auditors, bankers, suppliers, contractors, Local Authority, DfE and all stakeholders.
- Providing a strategic finance service and hold accountability for the finance functions of the organisation, reporting to the Accounting Officer and Trust Board.
- Ensure the processes around placing orders, purchasing goods and services, and payment of invoices are administered in such a way as to reduce risk to the Trust and in line with the scheme of delegation.
- Ensure the Trust maintains timely and accurate accounting records and oversee a sound system of financial control.
- Ensuring that the requirements of the Companies House, DfE and the Academy Trust Handbook are met, including the preparation and submission financial returns to the DfE and other bodies.
- Preparing the Trust's Annual Reports in accordance with DfE guidelines and timescales and reporting to the Trust Board for approval.
- Ensuring that all new schools who join the Trust have full finance functions and provide training on financial systems to the relevant staff. This includes the recruitment of new senior or key staff to current schools.
- Fulfilling the employer's obligation for the Local Government Pension Scheme and Teachers Pension Scheme.
- Installing, managing and maintaining a fully computerised financial management system that meets audit requirements, ensuring that all risks are regularly addressed. This may include different systems lined to all financial aspects of the Trust.
- Managing all Trust business cards, ensuring maintenance of accurate records to ensure that there are no irregularities and to report fraud if required.
- Managing, developing and initiating financial management procedures that minimise financial risk.
- Undertaking regular review and evaluations for cost saving opportunities and procurement of services to achieve best value for the Trust.
- Managing the preparation of month end accounts, including payroll, bank reconciliation and monthly VAT return, in accordance with the Academy Trust Handbook.
- Managing the organisation of all transfers of monies between school accounts, ensuring appropriate controls measures are in place, tested and creating appropriate control measures where required.

- Preparation and guidance on all aspects of budget planning, advising the Trust Board, Accounting Officer and Chief Financial and Operations Officer on important budgetary considerations.
- Managing and have a full overview of meal records, debt accounts, extended school records and accounts, (including day care and clubs) on behalf of the Trust. Ensuring that high level debts are pursued on behalf of the Trust and take legal action if required.
- Seeking and pursuing ways of increasing the Trusts income through different revenue streams.
- Managing the processing of all income into the Trust, including banking, invoicing and reconciling.
- Managing the preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- Overseeing the operation of all Trust bank accounts ensuring that a full reconciliation is undertaken at least once per month.
- Overseeing the payroll function for the Trust, ensuring that the staff are paid on time and correctly.

Strategy – To be accountable and responsible for the following:

- Developing and refine of the long-term financial strategy for the Trust, including suitable KPIs and monitoring KPIs.
- Creating appropriate short, medium and long-term business plans for each institution including defining appropriate KPIs
- Ensuring that the finance functions and policies are suitable as the Trust develops, grows and new schools join the Trust.
- Researching and reporting on factors influencing the Trust’s business performance, including benchmarking.
- Driving change regarding financial policies, procedures and processes as required and maintain current policies and procedures for the Trust, including the scheme of delegation.
- Have an up to date financial knowledge and advise the Trust Board and Executive team on compliance, legislation and guidance.

General – To be accountable and responsible for the following:

- The smooth running of the finance office, including supervision of office staff and ensuring sufficient cover of office during periods of absence, including school holidays.
- The quality of work of the team to ensure that deadlines are met.
- Carrying out, through line management or direct responsibility, the performance reviews of all finance staff and all relevant arising actions.
- Dealing effectively with staff under-performance, in line with relevant policies.
- Motivating and supporting staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
- Identifying training needs and gaps of the team and arranging relevant training.
- Promoting the highest standards of courtesy and mutual respect amongst all members of the Trust community. Encourage initiative, teamwork and working in partnership.
- Ensuring the security and back up of all Trust financial data and seeking additional security if required.
- Reporting at Trust Board and leadership meetings regularly and to offer advice as required.
- Maintaining continuing professional development and undertaking relevant ongoing training.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, Agencies and other Organisations.

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Chief Executive Officer from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the Trust.

The postholder shall ensure the duties of the post are undertaken with due regard of the Trust’s Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

All Connect Education Staff Will

- Promote equality of opportunity
- Follow Safeguarding and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the Trust Strategic Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the Trust as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Bodies and Trust Board
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

*All Connect Education Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at the Trust are expected to share this commitment. The Trust and its schools are committed to ensuring that no applicant or employee receives less favourable treatment or is disadvantaged on the ground of gender, age, disability, religion, belief, sexual orientation, marital status or race. We encourage expertise and a staff that supports one another to develop their own practice by **creating remarkable futures** for all pupils.*

