

JOB DESCRIPTION

POST	Trust Finance Director
DURATION	Permanent
GRADE	Grade 13-18 (£54,360 – £74,472) Full time, All Year Round
RESPONSIBLE FOR	Central Finance and Payroll Staff, Primary School based admin staff (in liaison with the Headteacher)
OTHER FUNCTIONAL RELATIONSHIPS	Headteachers/Principals and members of school SLTs Budget holders, school support staff, auditors
RESPONSIBLE TO:	Deputy CEO (Trust)

MAIN PURPOSE OF JOB

To be responsible for the Graveney Multi-Academy Trust's financial planning, budget preparation and on-going monitoring across all schools at both the strategic and detailed level and to report to governors and Directors as required.

To oversee the day to day financial management of all Trust institutions including line management of the Trust finance function and the finance functions undertaken by school based staff, so as to ensure that all the appropriate operational processes are in place.

To provide support for headteachers and other senior staff in Trust schools as required. To ensure the efficient and effective operation of schools' business and operational functions.

MAJOR RESPONSIBILITIES

FINANCE

Finance Strategy

To be responsible for Trust-wide financial planning and management as follows:

- Maintain the Trust's accounts in accordance with funding agreements and the Academies Trust Handbook
- Prepare and keep up to date, an annual budget based on input data agreed with the Deputy CEO for all of the Trust's institutions
- Prepare and keep up to date, a rolling three year budget based on the above

- Liaise with the Deputy CEO and school headteachers to ensure that the needs of each institution are understood and reflected in budget planning where possible
- Ensure that the budgeting tool in use by the Trust (currently IMP Planner) is kept up to date with any local and national parameters incorporated in a timely manner

Financial Operations

- Develop and maintain financial systems to ensure that:
 - there is an effective management of payroll and that all records and returns are up to date
 - income collection procedures are operating effectively, debt problems are minimised and invoices are processed efficiently
 - reporting is timely and accurate (including managements accounts) to enable effective budgetary control
 - all asset registers are up to date
- Undertake monthly reviews of spend against budget at all institutions, take responsibility for highlighting areas of concern and proposing strategies to mitigate overspends. Prepare reports for governors and directors and attend and present reports at the relevant meetings
- Liaise with budget holders as necessary and respond to their queries
- Maintain a good knowledge of all potential income streams so as to maximise grant and other non-core funding, including funding for students with SEND. Liaise with Local Authorities to secure termly funding.
- Proactively manage the relationship with the Trust's banker, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures
- Proactively manage the cash position of the Trust and its operating activities and report regularly on this aspect of financial management to the Trust Board
- Ensure that the Trust achieves value for money across all its activities, including the delivery of services
- Oversee the effective implementation of all finance and payroll functions including:-
 - month end and year end procedures, including review of reconciliations, payslips, completion of VAT returns, etc.
 - BACS payment processes to ensure the timely payment of invoices and payroll
 - effective implementation of the Trust's financial procedures and controls
 - support and training for finance staff in schools to achieve the above
 - other financial operations at school level including but not limited to cash handling, ordering and recording processes, managing catering and other income, timesheets, preparation of invoices, implementing debt recovery processes, overseeing school journey accounts, etc..

STATUTORY OBLIGATIONS

- Ensure the Trust is compliant with legal requirements in respect of all accounting processes and practices, public sector finances, HMRC regulations and the Academies Finance Handbook
- To oversee the Trust's external and internal audit programme including agreeing areas of focus with Directors, liaising with the audit firms, overseeing audit visits and having overall responsibility for the preparation of the year end Directors Report and Accounts
- Ensure all statutory and non-statutory returns for internal and external use (including those relating to the estate) are completed in an accurate and timely manner

SITE AND BUILDINGS

To undertake the liaison and preparatory work necessary as part of the submission of capital bids, to support the Trust Site manager in the implementation of capital projects and to ensure that all reporting requirements are met.

To support the Trust Site Manager with arrangements for the planned maintenance of the Trust estate including statutory checking and associated record keeping.

To oversee the management of the schools letting processes in liaison with the Trust Site Manager

IT

There may be the opportunity to develop the role to incorporate oversight of the Trust's IT infrastructure and support services for the right candidate. This will be discussed during the recruitment process.

Adherence to Graveney Trust's 'clear screen' policy, ensuring the security and confidentiality of any device being used is not left unattended; and screens are locked in all circumstances (ie 'switch user'/shut down or equivalent). This includes the sharing of passwords/login details. In addition, employees will not share any school or pupil data with any person or organisation without the appropriate authorisation. Any breaches will be regarded as a serious misconduct under the disciplinary code.

OTHER

To provide professional support and guidance to Headteachers/Principals to secure efficient and effective wider school services in the school office, reception etc.

To undertake project/development work as required, for example, supporting the nursery development at Franciscan Primary School.

To manage the performance of the finance team and any other as directed by the CEO.

To work flexibly within the parameters of this job description and undertake any other such tasks, commensurate with the grading of the post, that may be required.

To be fully aware of and understand the duties and responsibilities arising from the DFE statutory guidance, Keeping Children Safe in Education [KCSIE] and school policies relating to safeguarding and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

TRUST FINANCE DIRECTOR

Evidenced by application details, presentation and/or interview		
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATION	Qualifications that demonstrate a high level of literacy and numeracy skill	Accounting qualification such as ACCA/ACA
EXPERIENCE	<ul style="list-style-type: none"> ▪ Proven experience as a School Business Manager or in a senior finance role in a school or local authority setting ▪ Significant experience in handling a broad range of strategic financial activities including budget planning, monitoring and control as well as operational/day to day finance tasks ▪ Experience of managing and developing a team, ideally with a track record of mentoring and coaching finance staff ▪ The ability to design and implement financial policies and initiatives that support the aims of the Trust ▪ Report writing and presentation of data to Board Members 	Experience of working in a state secondary school and Academy Funding
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ DFE Funding Regulations and statutory guidance on school financial management including the Academies Handbook ▪ Excellent understanding of Finance processes, practices, and systems. ▪ Proven ability to manage change effectively in line with expectations of the Trust ▪ Excellent communication and interpersonal skills, with the ability to engage with people at all levels. ▪ Strong analytical skills and resourceful in developing solutions to complex problems 	Experience in using SAGE finance system and IMP Planner
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Strong leadership skills with a “hands-on”, can and will do proactive approach to finance management. ▪ Ability to build relationships and handle sensitive matters with professionalism and empathy. ▪ Problem-solving abilities and a resilient, solution-oriented approach to finance challenges. ▪ Working with the utmost integrity and professionalism, with a commitment to ethical practices. ▪ Ability to work under pressure, prioritise workloads and conflicting demands ▪ Effective written and verbal communication skills, with the ability to build good rapport with colleagues ▪ Team Player, willing and able to lead by example through assisting with any part of the work of the team as and when required. 	