**Job description**

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| **Post Details** |  |
| **Job Title:** | Head of Finance |
| **Department:** | Finance |
| **Grade:** | PS12 |
| **Responsible to:** | Chief Operating Officer |
| **Responsible for:** | Finance team |
| **Place of work:** | Head office of the trust (currently Kings College) |
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| 1. **Job Purpose Statement**
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| The Head of Finance will provide efficient and effective leadership of the trust finance function, ensuring that finances are diligently managed, that statutory requirements are met, and that clear and accurate reporting is available to school and trust leaders. The Head of Finance will oversee the financial operating model, ensuring that processes, controls and team structures remain suitable for the trust as it grows and develops.  |

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| 1. **Key Outcomes:**
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| * Financial security and resilience across the trust.
* A well-informed and confident COO / Executive Team.
* An efficient financial system used consistently and confidently across the trust.
* An effective integrated Finance Team working in collaboration with School Finance Teams in all academies.
* A transparency of the trust’s use of finances giving clarity to all academies of the trust.
* Confidence of the DfE and ESFA that the trust is financially viable and giving value for money.
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| 1. **Core Purpose of Role**

*This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.* |
| * Leading and supporting the central finance team, delivering excellent customer service and value for money to the schools within the trust.
* Ensuring the central finance team meet its responsibilities, including but not limited to; the preparation of central accounts, forecasting, planning & analysis, trust banking, inter-school transactions and school support.
* Prepare the trust’s 3-year financial forecasts and plan, liaising with the COO to agree the underlying assumptions.
* Ensuring financial awareness across the trust about the use of financial procedures, including business planning.
* Developing and updating the accounting systems for the trust; including implementation for merging / new schools.
* Supporting individual schools in preparing and monitoring annual budgets.
* Strategic financial planning and budgetary control, including the development and maintenance of a comprehensive budget model covering income and expenditure, balance sheet and cash forecasts.
* Preparing monthly / quarterly management and annual statutory accounts and reports as required by the CEO, COO, the Board of Trustees and external funding agencies.
* Providing support to schools with the day-to-day running of the accounts and *via* the termly financial review process.
* Ensuring that all financial practices are organised efficiently and effectively and are documented to withstand external scrutiny from auditors and others.
* Ensure that financial processes are simple and efficient, such that the finance function offers value for money and acts as an enabler to the front-line activities of the schools.
* Identifying and planning the external (and internal) audit schedules, participating in any relevant audit review and engaging in post audit activities.
* Making recommendations for the investment of surplus cash (treasury).
* Working with schools to prioritise the investment of surplus funds to maximise long-term benefit to schools (reserve projects).
* Maintaining an appropriate fixed asset register.
* Providing input / advice on financial policies and strategies.
* Ensure that the trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable.
* Prepare of appropriate papers for presentation to meetings of Trustees and Finance Committee.
* Work with the COO to ensure that the trust comply with best practice and legal requirements in respect of all accounting processes, internal control framework, charities commission, Companies house, HMRC and pension regulations and also the Academy Trust Handbook and relevant corporate policies.
* Ensuring that financial records are accurate, complete and compliant across the trust and that all finance information and records are confidentially stored and processed in line with GDPR requirements.
* Attending trust board meetings and relevant committees as required.
* Provision of financial training to school staff and governors and external financial consultancy as agreed.
* Monitor school financial performance, liaising with the COO and Education Director to agree and deliver interventions when needed.
* Development of the finance operating model, working with COO to adapt processes, team structures and delegated authorities as necessary to ensure effective financial management as the trust grows.
* Ensure that finance staff within the trust are appropriately developed and supported.
* Such other duties as may reasonably be required and are commensurate with the post.
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| 1. **Expectations**
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| All Staff are expected to:* Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
* Positively support equality of opportunity and equity of treatment to colleagues and students.
* Exercise professionalism and uphold the values of member schools and the trust.
* Follow the employee code of conduct.
* Help maintain a safe working environment by:
	+ Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
	+ Following local codes of safe working practices and the School’s Health and Safety Policy.
* Share the trust’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded. |

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| 1. **Organisational Chart**
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| CEOSchool Improvement TeamChief Operating OfficerHead of FinanceHead of Estates & GovernanceHead of HRDirector of ICT Finance Team |

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| 1. **Person Specification**
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| This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. |
|  |  | **Essential /Desirable** |
| **Education & Qualifications** | * A good quality honours degree or equivalent
 | E |
| * Recognised financial qualification (e.g. CIMA, ACA, ACCA, ICAEW)
 | E |
| * Qualification in Academy / School Business Management
 | D |
| * Experience in school financial review / support / improvement
 | D |
| **Skills, attributes and knowledge** | * Ability to work strategically and to seek and implement creative solutions
 | E |
| * Capacity and appetite to implement and manage change within an organisation
 | E |
| * Financial skills, analysis and risk management
 | E |
| * Excellent leadership skills and ability to inspire peers, colleagues and teams
 | E |
| * Excellent accounting skills and knowledge in line with the responsibilities of the role.
 | E |
| * Excellent literacy, numeracy and ICT skills
 | E |
| * Excellent interpersonal and leadership skills with ability to quickly gain credibility at all levels
 | E |
| * A willingness to seek specialist advice and awareness of where to seek it
 | E |
| * Excellent communication skills
 | E |
| * Excellent interpersonal skills and ability to liaise on technical matters with a range of stakeholders
 | E |
| * Ability and willingness to work flexibly, including attending meetings off-site or out-of-hours
 | E |
| * Ability to prioritise & manage a variable workload
 | E |
| * Enthusiasm, optimism and energy
 | E |
| * Able to balance financial prudence with an entrepreneurial flair
 | E |
| * Microsoft Excel – Advanced
 | E |
| **Experience** | * Strategic financial planning and management, including budget setting and income generation in an academy or other organisation
 | E |
| * Working knowledge of Access Education finance package
 | D |
| * Experience of successful management and leadership of diverse teams
 | E |
| * Experience of working at a senior management level
 | E |
| * Experience of working with a range of stakeholders
 | E |
| * Experience of producing financial and management accounts and budgetary control
 | E |
| * Experience of setting up systems and procedures in a new organisation
 | E |
| * Experience managing the performance of staff
 | E |
| * Sound knowledge of educational systems
 | E |
| * Strategic financial planning and management, including budget setting and income generation in an academy or other organisation
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| 1. **Summary**
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| Every effort has been made to explain the main duties and responsibilities of this post, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job description.As the trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The rust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.Should significant changes to the job description become necessary, the post-holder will be consulted and the changes reflected in a revised job description. |

Signed (postholder): …………………………………………………………………….

Date: …………………………………………………………………….