



Head of Finance

Job Description

Job Purpose

- Inspire, lead, and drive the financial shape and direction of the Trust
- Hold the designation of Chief Finance Officer as per the Academy Trust Handbook
- Be responsible for the Trust's detailed financial procedures
- Constantly review the business and funding model, make recommendations for improvements, and implement improvements where approved
- Lead on financial oversight and management
- Ensure accurate and timely reporting at all levels
- Ensure compliance with regulations and management of risk, ensuring no deviations from the Academy Trust Handbook
- Promote, support and monitor the Christian Distinctiveness in our Academies
- To develop, review, oversee and lead the finance processes, ensuring consistent implementation
- To ensure that all academies are provided with the highest quality monitoring, challenge, support and intervention in order to assist them to raise and improve outcomes for all pupils
- Submit all required financial returns to the ESFA in advance of the deadline
- Lead on the internal audit, external audit and development of the annual financial statements
- Work in collaboration with TLT to ensure financial efficiency and efficacy
- Be aware of the latest development and best practice in order to introduce appropriate innovation
- Represent the Trust and Chief Executive Officer where required
- Report to the Board of Directors, the Business & Finance Committee and the Audit and Risk Committee on Academy and Trustwide financial performance, through the use of appropriate key performance indicators and benchmarks
- Identify areas for efficiencies and procurement savings
- The preparation of appropriate budgets and multi-year projections, with alternative scenarios, to stimulate meaningful debate and ensure the financial sustainability of the Trust.

Key Responsibilities

1. Leadership

- Provide strategic leadership and direction for all Trust finance staff
- Work with the Chief Executive, the Board of Directors, academy governors and staff to define and implement the Trust's vision and strategic direction so that it is understood and acted upon by all stakeholders
- Be an advocate for the Trust, its business model and its funding arrangements the Trust
- Report to the Board of Directors on academies' financial performance and development
- Maintain leading edge knowledge and understanding of effective financial management
- Proactively engage with all Academy headteachers to ensure that all Trust academies receive the highest financial advice
- Advise the directors on the allocation of resources to achieve the educational aims of the Trust
- Challenge and strengthen the academies' financial planning to ensure it aligns with improvement priorities
- To ensure the appropriate skills and qualifications are available across the finance team
- Use Integrated Curriculum Led Financial Planning metrics to recommend areas for improvement
- Support the Chief Executive Officer to fully discharge their responsibility as Accounting Officer for the Trust

2. Partnership Working

- Develop partnerships with key stakeholders and organisations, as appropriate, in order to facilitate financial improvement and compliance
- Work proactively with the internal and external auditors to ensure audit recommendations are minimised and addressed
- Work alongside other specialist advisors (such as School Resource Management Advisors) brought into the Trust to develop and improve practice

3. Line Management

- Oversee the performance management processes for the finance team.
- Motivate the finance team to continually improve service delivery.
- Manage the finance teams across various sites as well as the central finance team

4. Operational

- Provide oversight and scrutiny of the financial performance of the academies and trust and make recommendations for intervention where performance issues are of concern
- Ensure that the Trust provides the highest quality finance support to its academies
- Ensure that gaps in financial performance are identified and analysed so that appropriate support and challenge is offered to achieve improvement
- Provide regular analysis of academies' and trustwide performance to the CEO, the Board of Directors and relevant committees
- Provide summative reports on the Trust financial performance with reference to national data and trends
- Work alongside the academy improvement team to advise on effective and efficient staffing structures
- Monitor and oversee the recruitment of finance staff
- Work with wider colleagues to develop capacity in the Trust through identifying, celebrating and sharing outstanding practice
- Submit all required financial returns to the ESFA in advance of the deadline
- The preparation of appropriate budgets and multi-year projections, with alternative scenarios

5. Governance

- Ensure appropriate financial management policies are in place and up to date to fulfil the aims and statutory responsibilities of the Trust
- Report to governance layers as appropriate

6. Other

- Undertake such duties as the CEO may reasonably request

Head of Finance

Person specification

| | | Measured By | | | |
|--|--|-------------|-----------|-------------|-------------------|
| | | Essential | Desirable | Application | Interview Process |
| Personal Qualities, Qualifications and Experience | | | | | |
| Qualifications and Experience | | | | | |
| 1 | Honours Degree or equivalent | | x | x | |
| 2 | A recognised accountancy qualification | x | | | x |
| 3 | At least 5 years' experience in a similar role | | x | x | x |
| 4 | Experience of financial management in a multi academy trust | | x | x | |
| 5 | Evidence of significant CPD | | x | x | x |
| 6 | Higher Level Management qualification | | x | x | |
| 7 | Experience of centralisation in a multi academy trust, ideally a diocesan multi academy trust | | x | x | |
| Knowledge, Skills and Abilities | | | | | |
| 1 | Knowledge of academy funding | | x | x | x |
| 2 | Proven ability to plan strategically | x | | x | x |
| 3 | An excellent understanding of the ESFA and Dfe | | x | x | x |
| 4 | In-depth understanding of academy financial Key Performance indicators | x | | x | x |
| 5 | The ability to lead, influence and manage change | x | | x | x |
| 6 | The ability to communicate the Trust's vision to key stakeholders | x | | x | x |
| 7 | In depth knowledge of academy budget planning | | x | x | x |
| 8 | Through knowledge and understanding of academy financial returns | | x | x | x |
| 9 | Knowledge of effective strategic, financial and resource management | x | | x | x |
| 10 | The ability to perform a high-profile role with a strong visible presence and professional approach that earns the respect of key stakeholders | x | | x | x |
| 11 | Knowledge of statutory and legal frameworks governing the financial operation of Multi Academy Trust | | x | x | x |
| 12 | A demonstrable understanding of safeguarding in a church school | | x | x | x |

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|---------------------------|---|---|---|---|---|
| 13 | Ability to use personal skills and judgement to resolve conflict | x | | x | x |
| 14 | Ability to mentor staff | x | | x | x |
| 15 | Ability to identify and share best practice across the Trust | x | | x | x |
| 16 | Ability to work in a Board and Committee structure | | x | | |
| 17 | A working knowledge and understanding of PS Financials | | x | | |
| Personal Qualities | | | | | |
| 1 | The capacity and willingness to contribute to the development of the Trust's strong Christian Ethos | x | | | |
| 2 | A strong personal Christian Ethos | | x | x | x |
| 3 | Ability to identify and keep confidential information confidential | x | | | |
| 4 | Enthusiastic, tenacious, and resilient | x | | | |