

**Finance Director (with IT, Facilities & H&S)**

**Job Description**

**Purpose of the job**

To provide effective strategic oversight and operational management of the Trust’s finances, IT\*, facilities\* & H&S\*.

Ensure the Trust fulfils its financial, company, legal, tax and DfE compliance requirements.

\*This role will have core responsibility for leadership of the Trust’s finances & compliance requirements, plus a combination of IT, facilities and H&S or all three depending on the appointed candidate. The remuneration will be commensurate with the breadth of agreed responsibility (with other areas of responsibility remaining within the remit of the Trust’s Executive Principal).

**Reporting to**

Executive Principal

**Pay Scale**

L16 – L24 (depending on agreed remit)

**Main responsibilities**

**Finance Leadership**

* Overall financial management of the Trust, which includes the develop and implementation of financial strategies to support the objectives of the Trust.
* Horizon-scan for changes in the external environment (economic indicators, education funding trends) to inform scenario-planning and risk management.
* Provide financial analysis and insights to support decision-making by the Board of Trustees and senior management.
* Oversee preparations of annual budgets in collaboration with relevant stakeholders and ensure effective budgetary control throughout the year.
* Develop income-generation ideas.
* Oversee financial reporting processes, including the timely preparation of financial statements, forecasts, and management reports, statutory accounts, DfE and other statutory returns.
* Ensure compliance with relevant financial regulations, accounting standards, and statutory requirements.
* Ensure robust systems of financial controls, mitigating the risk of fraud and error.
* Oversee an appropriate audit schedule and ensure any issues arising are addressed.
* Foster a culture of financial responsibility with key stakeholders, cultivating a sense of co-ownership and value for money across the organisation.
* Ensure that all financial procedures, tenders and processes are operated in accordance with the Trust’s Schedule of Financial Delegation and the Academies Handbook, as published by the DfE.
* Oversee regular tenders as required to ensure value for money across the Trust.
* Oversee the Trust’s payroll for each academy, including monthly payroll processing and reports for the annual pay review.
* Oversee the authorisation of requisitions and invoices across the Trust as designated.
* Oversee the monthly bank and balance sheet reconciliations.
* Ensure a robust cash flow system is in place and place treasury deposit investments as required.
* Oversee the management of all indirect grants to ensure they are in line with the conditions of the grant.
* Executive lead reporting to the Trust Business Committee that meets termly, to the annual Audit Committee and to the Annual General Meeting.
* Lead a Central Finance team of 4 (Finance Manager, 3 Finance Officers) and an extended team of 2 school Finance Officers, cultivating a proactive approach to professional development and continuous improvement.
* Management of relationships with auditors, banks, DfE, ESFA and other external stakeholders as required.

**Legal & Data Protection**

* Act as the Company Secretary for the Trust.
* Co-ordinate and deliver the Trustee annual report.
* Prepare the Risk Register for the Trust.
* Ensure the Trust is adequately insured.
* Initial coordination of any insurance claims against the Trust.
* Oversight of contract commitments across the Trust.
* Co-ordinate GDPR compliance across the Trust and be the data protection lead for the Trust. (Our DPO, IGS take the overall responsibility as Data Protection Officer)

**IT Leadership (optional)**

* Develop and implement an IT strategy aligned with the goals of the Trust, focusing on innovation, efficiency, and security in partnership with Sweethaven Education Services (the Trust’s outsourced IT provider) and Trust senior leadership.
* Oversee the IT function, with responsibility for maintaining positive relationships with external partners, vendors and service providers to meet the needs of the Trust.
* Oversee the management of IT systems, infrastructure, and resources to ensure reliable and secure operation (delivered by Sweethaven by an onsite team).
* Lead the evaluation, selection, and implementation of new technologies to enhance educational outcomes and administrative efficiency.
* Ensure IT policies, procedures, and standards are developed and maintained to ensure compliance and data protection.

**Facilities / Health & Safety Leadership (optional)**

* Oversee the maintenance and development of the Multi-Academy Trust's facilities, including buildings, grounds, and equipment.
* Oversee the development and implementation of facilities management plans to ensure the safety, functionality, and sustainability of our physical assets.
* Oversee compliance with health and safety regulations, building codes, and environmental standards.
* Oversee facility-related budgets, expenditures, and contracts to optimize resources and achieve cost efficiencies.
* Lead a Central Facilities team of 3 (H&S & Facilities Manager, Senior Site Manager and Deputy Site Manager) and an extended team of facilities staff, cultivating a proactive approach to professional development and continuous improvement.

**Safeguarding responsibilities**

* Promote and safeguard the welfare of all children and young people within the Trust.
* Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
* promoting and safeguarding students’ wellbeing;
* showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

**General responsibilities**

* Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
* Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

**Person Specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| Qualified accountant | ü |  |
| Responsibility at senior leadership level for finance | ü |  |
| Experience of Board level working | ü |  |
| Demonstrable experience of leading a team effectively | ü |  |
| Experience of working in a medium to large organisation with a number of budget holders | ü |  |
| Previous experience of having oversight of IT for a medium to large organisation |  | ü |
| Previous experience of having oversight of facilities / health & safety for a medium to large organisation |  | ü |
| Previous experience of working in a school/Multi-Academy Trust |  | ü |

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| **Professional Knowledge & Understanding** | **Essential** | **Desirable** |
| Strong understanding of financial regulations and accounting principles | ü |  |
| Leading and managing projects from inception to completion | ü |  |
| Understanding requirements of key stakeholders and using professional knowledge to recommend and implement appropriate solutions | ü |  |
| Motivating teams to share a commitment to high performance and an ethos of collaboration | ü |  |
| Statutory requirements for the operation of an educational institution, including company secretarial, legal and tax issues |  | ü |

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| **Personal Qualities and Skills** | **Essential** | **Desirable** |
| Has proven skills in the organisation and management of financial and physical resources | ü |  |
| Has the ability to use evidence to make decisions and prioritise actions | ü |  |
| Has the ability to think strategically and make data-driven decisions | ü |  |
| Has sound judgement, especially when working under pressure | ü |  |
| Is able to communicate effectively with a wide range of stakeholders and has the ability to present complex information succinctly | ü |  |
| Has the ability to develop excellent working relationships with internal and external stakeholders | ü |  |
| Has the ability to inspire and motivate a team | ü |  |
| Can plan, organise and delegate effectively | ü |  |
| Has a positive and proactive approach to their own personal development | ü |  |
| Commitment to the pursuit of excellence in educational standards and quality | ü |  |
| Has passion and believes in the Trust ethos | ü |  |

**Last review date**: May 2024