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| **RESPONSIBLE TO** | * The Governing Body and the Principal |
| **CONTEXT AND PURPOSE OF JOB** | * To be an integral part of the Academy’s Senior Leadership Team. * Play a pivotal role in advising on and implementing school wide strategies. * Act as Chief Financial Officer for the Academy ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring budgets, and ensuring the delivery of annual accounts. * Manage projects including preparation of bids for capital funding and income generation. * To give strategic vision and leadership to all aspects of Finance, Administration, Physical and Human Resources, IT, Health and Safety and premises. * To be responsible for the efficient and effective use of the school site and its buildings, their maintenance and development. * To be responsible for the efficient use, maintenance and development of school resources to enable teachers to deliver the best progress and outcomes for students. * To line manage key support staff. * To ensure that the school is fully prepared to meet OFSTED financial and safeguarding criteria. * To provide support as relevant to the Principal and Senior Leadership Team. * To deputise for the Principal as required in relevant fields of expertise. * To play a significant part in appropriate supervision of students. * Establish and build working relationships with outside agencies and professional organisations. * To be company secretary for the Academy Trust. * To clerk Governor Committee meetings. |
| Finance | Working with the School Finance Team, to prepare an annual budget for the school to be submitted to the Governing Body, The Director of Finance and Resources will be responsible specifically:   * To ensure the Academy has appropriate procedures and to ensure accurate financial records are maintained (including the unofficial school funds) in accordance with DfE requirements. * To ensure that all procurement operates within the principles of best value. * To attend Governing Body Finance Audit and Resources Committee meetings. * To report on finance, premises, staffing and resources to the Finance Audit and Resources Committee. * To oversee the financial management package and the work of the Finance Officer, giving guidance to other users. * To monitor the cost effectiveness of services (such as cleaning/catering) and to make recommendations for change as necessary. * To prepare appraisals for particular projects and the development of long term initiatives for the school. * To co-operate, initiate and manage audit procedures as necessary. * To write bids for funding as required. * To review and manage the tendering for all service contracts. * To formulate, monitor, implement and review the school’s Financial Management and Procedures Policy, ensuring that it complies with the Academies’ Financial Handbook. * To prepare monthly management accounts for Governors, agree budgets and monitor accounts against budget. * To market the school’s premises to maximise lettings income. * To train staff responsible for delegated budgets with procedures to enable them to monitor these budgets. * Use benchmarking tools to identify areas of relevant spend, assess trends and advise accordingly. * To seek and obtain additional non-educational funding opportunities. |

Director of Finance & Operations

Job Specification

The Hermitage Academy