**Job Description**

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| **Post Title** | **Finance Director** |
| **Reporting to:** | Executive Headteacher |
| **Working time:** | 37 hours per week |
| **Salary/Grade:** | L4 – L8 (£41,562 - £45,876 per annum) |
| **Purpose of the Role:** | To provide strategic guidance, leadership and management of all the Trust’s finances, advising the Accounting Officer, HR & Business Manager, Heads of School, Governors and Directors on all financial matters relating to the Trust. |
| **Key Responsibilities**  **Strategic**   * To support the Executive Headteacher in the strategic leadership of the finance functions across the Trust. * To monitor and develop strategies to ensure the continued financial sustainability of the Trust and each academy within it. * To provide high quality strategic financial planning. To support in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures the continuing viability of the Trust. * To manage the Trusts assets to ensure its resources are utilised to provide the best outcomes for students. * To ensure the requirements of a wide range of statutory bodies are complied with, eg the Department for Education, Ofsted, EFA, Academies Financial Handbook, Companies House and the Charities Commission. * To be accountable for ensuring the provision of financial reporting to enable the Trust to achieve its aims and objectives through the effective and efficient management of its financial resources. * To develop and maintain the Trust’s risk register, monitoring the ongoing financial and reputational risks and advising the board as appropriate. * To work closely with academy leadership teams, local governing bodies, committees and directors providing professional advice and support. * To attend local governing body, trust committee and directors meetings as required to present financial information. * To lead on the development and implementation of all trust financial systems and policies. * To manage a team of finance staff and any other allocated staff within the Trust. * To manage the performance and development of staff through induction, annual appraisal, mentoring and the provision of continued professional development. * To support the HR & Business Manager with the conversion of any new academies joining the Trust. * To negotiate and manage contracts across the academies, maximising the financial benefit to the Trust. * Keep up to date with current regulation and guidelines applicable to the Trust and the education sector in general. * To be a part of the Leadership Team across the Trust.   **Financial Reporting & Budgeting**   * To maintain accurate systems recording all financial transactions across the Trust. * To prepare balance sheet controls, band and ledger reconciliations and VAT returns. * To have overall responsibility for the Trust’s annual budget, taking the lead role in developing, setting and ongoing monitoring. Advising Heads of School, the Accounting Officer and Directors appropriately. * To have responsibility for the production of financial statements and management accounts, financial compliance, budget preparation, financial reporting, audit services and financial systems and processes. * To prepare the Trust’s rolling medium term financial forecasts of income and expenditure, capital investment and cashflow. * To have responsibility for the production of financial information at varying levels appropriate to the intended audience. * Preparation of statutory accounts and liaison with Trust Auditors. * To prepare and submit the annual consolidated Budget Forecast Return to the Education Funding Agency. * To ensure that all reporting on behalf of the Trust is accurate, compliant and timely. Providing reports to a range of stakeholders including Academy Governors, Trust Directors and Senior Management Teams. * To ensure that the Trust complies with statutory requirements such as data protection and the freedom of information act. * To manage all funding agreements with existing and new academies to ensure compliance with Education Funding Agency requirements. * To conduct comprehensive financial due diligence on any school considering joining the Trust and to advise the directors on all associated risks. Prepare financial forecasts to support the decision making process for new schools to be added to the Trust. * To monitor all costs at each academy to ensure they are on budget and making appropriate recommendations to the Executive Headteacher and Directors.   **Audit & Assurance**   * To ensure the Trust has in place sound internal controls, risk management and assurance processes. * Ensure fixed asset registers in each Academy are accurately maintained. * To ensure appropriate audit and responsible officer reports are carried out for the Trust and all Academies within the Trust. * To oversee and advise the work of the finance and audit committee ensuring compliance with the Academies Financial Handbook and funding agreement. * To advise the Executive Headteacher, Audit Committee and Directors on external and internal audit arrangements as required by financial regulations. * Liaise with external auditors ensuring a timely and comprehensive external audit.   **Business Development & Income Generation**   * To support the HR & Business Manager and Executive Headteacher in maximising the financial benefit derived from the Trusts assets. Generating profitable streams of new income through effective bid-writing, partnership development, joint ventures and commercial business development. * To manage special projects as required. * To oversee the financial management of any Trust Business Ventures such eg Wearmouth Enterprises Ltd. * To research and bid for additional funding to support the continued development of the Trust, its estate and assets eg the Condition Improvement Fund. * To support and advise on the Trust’s asset management planning including lettings, income generation from the use of buildings and expansion and development of existing sites. * To negotiate and advise on a wide range of procured contracts and services for the Trust. Ensuring contracts the Trust enters into adhere to current legislation and best practice. * In consultation with the HR & Business Manager develop work specifications and manage designated service contracts, commissions and service level agreements with third parties, ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all times. | |
| **Other Duties**  To be a full and active member of the Trust’s finance team, assisting and covering for colleagues in the area. Employees are expected:   * Monkwearmouth and Redby Academies are inclusive and expect all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis * Play a full part in the life of the academy community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times to all stakeholders * To engage actively in the performance review process, including undertaking the role of appraiser for identified staff * To be fully compliant with the Trust’s child protection policy and contribute to the safety and supervision of students, staff, visitors and community users * Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description   To carry out any reasonable request made by the Executive Headteacher. | |

**Declaration**

I have read, understood and accept the specific requirements and responsibilities outlined in this job description.

Name of employee …………………………….. Signature of employee ……………………………

Position ………………………………………….. Date…………….

Executive Headteacher signature…………………………. Date……………..

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.