

Chief Finance Officer Job Description

(to be read in conjunction with Director of Operations)

Reports to: Headteacher/CEO. The Headteacher/CEO is the Accounting Officer.

Salary: Bexley 21.1 – 21.4, £69,258 – £81,045.

Contract: Full-time, Permanent

Line Management: Director of Operations (HR lead), Finance Team, Estates Manager, IT Service

Role Purpose

To be a member of the Executive Leadership Team.

To provide both strategic and hands-on leadership of the school to support the learning and development of our students. To provide advice and guidance to the Headteacher and the Board of Trustees on strategic financial planning and other matters relating to finance and estates.

Ensure compliance with the AHB.

Strategic Leadership

To take a full and active part in the leadership, operation and development of the school and contribute to system leadership through purposeful collaboration with other organisations and partnership schools. To provide strategic advice to the Headteacher, Trustees and senior leaders on complex financial issues, strategic financial planning, and management of the school estate.

Key Responsibilities

Finance and Compliance

To carry out the role of Chief Financial Officer for the Trust as required by the trust and as defined in the Academy Trust Handbook (updated annually), including:

- Preparation of the Trust's annual financial forecasts and medium-term planning, identifying future changes in funding levels and expenditure needs.
- Advising Trustees on reserves, investments and banking
- Monitoring of budgets and prepare monthly management accounts, compliant with the Academy Trust Handbook, and to review these each month with the Headteacher and Chair of Trustees.
- Taking actions to reduce risks, problems and irregularities.
- Providing accurate and timely information to Trustees.
- Attend and lead on the Finance, Risk and Audit Committees; attend Full Board meetings and any other committee meetings as required.
- Preparation of business case assessments and advise on the suitability and viability of projects and initiatives.
- Preparation of year end reports and accounts.
- Liaising with external auditors and establishment of appropriate internal audit processes.
- Providing advice to budget holders, staff and Trustees relating to the efficient management of resources.

- Reporting financial position and future forecasts to Trustees in accordance with the annual cycle of business
- Ensuring that procurement arrangements represent best value and meet relevant tendering procedures.
- Ensuring proper accounting records are kept and control exercised over accounting arrangements in accordance with DfE regulations and guidance.
- Developing and implementing strategies for maximising the Trust's current finances.
- Leading the finance team, including line management and the development and quality assurance and oversight of financial systems and procedures.
- Reviewing and embedding financial policies and working practice within the school, maintaining a streamlined function which delivers efficiency and value for money.
- Overseeing the Trust's long-term plan for capital development and investment, managing all financial aspects of major capital projects.
- Building close and effective working relationships with key partners and stakeholders.
- Supporting the Trust's income generation strategy

Financial Operations

- To manage and oversee effective functioning of payroll and pensions, ensuring compliance with all relevant legislation.
- To manage the Trust's tax and national Insurance arrangements
- To manage and oversee the process for ordering and payments
- To manage the schools banking operations
- Completion of statutory returns
- Manage all filings with DfE, Companies House and the Charity Commission.

Estates

- To ensure the site and buildings meet the needs of all users and provide a safe and stimulating learning environment for students and staff, and to ensure that the site is managed effectively and in accordance with the operational needs of the school and all regulatory requirements
- Lead the estates team, including line management and the development and quality assurance and oversight of estates and health and safety systems and processes
- Commissioning of site condition survey and oversight of annual maintenance plans.
- Manage the planning and implementation of new and refurbishment projects.
- Maintaining high standards of security of the site and contents.
- Oversee annual cycle of statutory compliance, including asbestos management, inspection and servicing of plant and equipment, water, electricity and gas inspection and testing, vehicle testing and inspection
- Oversight of catering, cleaning and grounds maintenance arrangements
- Developing and promoting energy efficiency measures

Health and Safety

Ensure the school complies with all health and safety legislation. Act as the school's Health and Safety Coordinator.

- Maintain and develop the Health and Safety Policy, ensure it is communicated to all staff, is implemented at all times and subject to review and assessment at regular intervals or as situations change.

- In consultation with the Educational Visits Coordinator, maintain and review the Educational Visits Policy, ensuring it is adhered to for all school trips
- Provide advice and guidance to other staff to assist them with the discharge of their responsibilities.
- Ensure internal audit processes of Health and Safety are carried out, that they are effective, and that any shortcomings are dealt with promptly.
- Ensure effective procedures are in place for reporting of accidents and near misses.
- Ensure adequate levels of qualified First Aid staff are available as necessary.
- Ensure Health and Safety is being discharged correctly across all extended service provisions.
- Ensure Health and Safety training is delivered to all staff annually.
- Assist the Headteacher in the control and co-ordination of emergency evacuation procedures.
- Ensure effective risk assessments are in place in key departments across the school.

Insurance and Risk Management

- Advise the Trust on insurance requirements and make appropriate arrangements for insurance cover as required by the Trust. Manage claims.
- Work closely with the Headteacher and Trust Board in relation to risk mitigation, best value procurement and resource management ensuring financial sustainability and appropriate use of funding.
- Work with Director of Operations to maintain a risk register, to be reviewed by Trustees periodically in accordance with the cycle of business
- Report internal scrutiny findings, covering finance, estates and health and safety to Trustees in accordance with the annual cycle of business.

IT

- Lead the IT team, including line management and the development and quality assurance and oversight of IT systems and processes.
- Provide strategic oversight of the IT infrastructure to ensure it supports both pedagogy and administrative efficiency.
- Lead on the Trust's digital and technology Standards.

General

- Safeguard children and young people in accordance with KCSIE (updated annually).
- Working with Director of Operations on a robust Environmental, Social, and Governance strategy .
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- Line lead and performance manage staff as listed above
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the senior nature of the post as directed by the Headteacher. The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

	Essential	Desirable	Method of Assessment
Qualification		<ul style="list-style-type: none"> Qualified Accountant (ACA, ACCA, CIMA, CIPFA) 	Certificates
Experience	<ul style="list-style-type: none"> Senior financial position in an organisation of a similar size Knowledge/experience of estate/operations management Project management experience Previous experience of managing minor capital works from start to finish Experience of managing a multi – disciplinary team including the performance of others Experience of managing budgets Risk Assessment experience/qualification Be familiar with the Academy Trust Handbook 	<ul style="list-style-type: none"> A degree or equivalent qualification Education sector experience Managing estates and capital projects Working with a Trust Board, writing reports and attending Trustee Meetings 	Application Form, References, Interview
Skills	<ul style="list-style-type: none"> Ability to analyse complex data Ability to communicate financial data to non-finance professionals Ability to manage and motivate a team Ability to embed financial controls into school culture Ability to work to tight deadlines Excellent excel skills 	<ul style="list-style-type: none"> Experience of working in the education sector 	Application Form, References, Interview
Knowledge	<ul style="list-style-type: none"> Sound knowledge of health and safety regulations as they relate to premises and buildings including Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management, Manual Handling COSHH etc Appreciation of the ethos of a Grammar School 	<ul style="list-style-type: none"> Understanding of Educational funding streams Regulations surrounding financial management in academies Health and safety legislation Commercial awareness 	Application Form, References, Interview
Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to deal with a variety of people at all levels in a courteous and professional manner Calmness under pressure Resilience, commitment and confidence Honesty, integrity and confidentiality Strong personal commitment to working in the Education sector 		Application Form, References, Interview