

Finance Director (CFO) : Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Background

This post offers an exciting opportunity for an ambitious and enthusiastic professional to join a new and growing multi-academy trust. The Finance Director will provide leadership and management of all aspects of finance, as well as contributing to the strategic direction of the Trust. All the work of the Finance Director will be rooted in ensuring benefit to the learners and communities the Trust serves. As a key member of the Executive Team, the Finance Director will play an important part in setting the direction of strategic development. This will include regular reporting to the Trust Board and the production of high quality reports to enable them to make informed decisions.

The Finance Director will keep ahead of funding and legislative changes that apply to the education sector and will provide the Board of Trustees with strategic financial information to enable them to make informed financial decisions. The Finance Director will be responsible for the operational line management of the finance function and managing all the financial accounting and transactional finance for the MAT, ensuring all systems are up-to-date and reporting is timely and in line with required annual financial returns. They will lead the work of the finance team and to co-ordinate with the work of the external auditor to prepare and submit audited statutory consolidated accounts. The Finance Director will monitor financial performance and will drive change within the finance operation of the Trust, bringing greater efficiency in the way the Trust carries out its business.

The Finance Director will regularly visit schools within the Trust to develop a good working knowledge of those schools and how they serve their communities. They will ensure good use of resources by utilising and developing capacity from within the Trust and contracting from outside the Trust where this is not available.

In all their work the Finance Director will recognise that their prime responsibility is to the children, families and communities that the Trust serves.

Key purpose

- The overall purpose of this post is to provide professional leadership and management of financial services for the Multi Academy Trust.
- Be accountable for ensuring the provision of the financial reporting to enable the Trust to achieve its aims and objectives through the effective and efficient management of its financial resources.

- To be accountable for the prompt and effective introduction of financial systems and processes in the Multi Academy Trust.
- To present and financial review to the members at the annual AGM.
- The Director of Finance will have a key role in the management of the Multi Academy Trust and will have effective responsibility for the following:
 - Financial Statements
 - Management Accounts
 - Financial Compliance
 - Budget Preparation
 - Financial Reporting
 - Financial monitoring – including payroll and staff pensions
 - Securing “best value” in all areas – KPI’s and Benchmarking
 - Complete and submit the annual School Resource Management Self-Assessment (SRMSA)
 - Audit services (internal and external)
 - Other areas of work commensurate with the purpose of the post.

Financial Management

- Ensure the Multi Academy Trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, EFA, Companies House and the Charity Commission.
- Prepare year end statutory Multi Academy Trust Trustees Report, Financial Statements, Academies Accounts Return.
- Submit Financial Statements in accordance with EFA guidelines, following the Finance & Audit Committee and Trust Board approval.
- Prepare Value for Money Statement on behalf of the Accounting Officer.
- Devise appropriate accounting procedures to plan and monitor each Academy’s 3 year budget plan.
- Deliver timely, accurate and appropriate reports and financial forecasts for the Multi Academy Trust Resources & Audit Committee and Trust Board.
- Review cash flow for the MAT.
- Ensure timely and effective financial information to Trustees and provide general support to ensure the effective conduct of their business in accordance with the Articles of Association and financial regulations.
- Research and bid for additional funding to DfE for the Multi Academy Trust and in support of individual academies and assist with the financial monitoring of projects as they are agreed.
- To oversee VAT compliancy across the MAT.
- To advise the Trust Board, Governors, Headteachers and finance team on financial strategic plan for the trust.
- To report the on annual account outcomes at the AGM

Audit Services

- Advise on external and internal audit arrangements as required by financial regulations and memoranda.

Business Planning

- Contribute to the development and review of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the MAT.
- Use DfE tools to develop school by school curriculum financial plans. (VMFI and ICFP)

The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.

The post holder will be expected to adapt to, and perform duties as reasonably correspond to the general character of the post and commensurate with the level of responsibility.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.

Finance Director Person Specification

Professional competencies

You will be/have:

- Commercially astute and have exceptional analytical and problem solving skills with the ability to make decisions based on accurate and appropriate analysis
- Flexible in managing, planning and executing daily, weekly, monthly workloads in a busy environment
- Strong interpersonal skills and the ability to influence and build relationships at all levels whilst working across a range of sites
- Committed to providing the best possible service to the staff and Trustees and able to maintain confidentiality
- Able to balance strategy with operations

Qualifications and previous experience

A finance professional who is/has:

- CCAB qualified (ICAEW, ACCA, CIPFA, or ICAS)
- Over five years' experience in a progressive finance leadership role
- Extensive experience in budget management and forecasting delivering management and financial accounts gained in a 'hands on' role Experience of leading successful teams, preferably across multi-site organisations with a proven track record of making and implementing essential change
- Detailed knowledge of public finances, procedures, practice and regulations (preferably ESFA and sector requirements)
- Experience of managing a computerised data system and handling large amounts of complex finance data
- An exceptional professional with ambition and drive, who shares the Trust's values and passion for improving the lives and opportunities of children and young people
- A commitment to inclusion and enhancing the life chances of children, whatever their starting points
- A non-negotiable approach to safeguarding the wellbeing of children and vulnerable adults.

What we can offer you?

We recognise that successful people place value on a range of benefits associated with their careers including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we place importance on these aspects too.

- Competitive pension scheme: Local Government Pension Scheme
- A blend of home and office based working, located at any one of our sites dependant on which is most convenient for you
- Access to continuous professional development opportunities
- Strong existing partnerships and networks

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