

CHIEF FINANCE OFFICER



The post:

Responsible for the strategic leadership and development of finance, resource management and business functions. To work directly with the Executive Principal to manage and direct support services and operational functions of the MAT.

Responsible to:

The Executive Principal

JOB DESCRIPTION

Main Duties and Responsibilities:

1. General

- To be a member of the Senior Leadership Team; to attend and contribute to meetings as appropriate.
- To assist the Leadership Team to drive improvements in line with agreed aims of the Transformation Plan.
- To motivate and facilitate teamwork and personal development through effective leadership.
- To contribute to the formation, implementation and review of the Transformation Plan.
- To promote partnership among the academies working through effective working.
- To develop and implement the ethos of the Federation, leading by example at all times.

2. Finance

- To have overall responsibility for annual budgets including to prepare and monitor the annual and medium term academy budgets, producing budgets and reports in line with EFA requirements.
- To ensure that all financial functions delegated to the finance team are carried out correctly and in a timely manner.
- To ensure that financial standards are complied with in line with current legislation and the requirements of Companies House, the EFA, Charities Commission, HM Customs and Excise, TSS, LGPF and other organisations as required.
- To effectively use financial information including benchmarking tools, to identify trends for investigation.
- To develop an effective system of financial risk management, identifying where risks can be minimised or shared with insurers, ensuring insurance cover is in place in compliance with legislation and to cover identified risks.
- To ensure the academy makes the best possible use of resources and maximises income through effective medium term planning. This will entail full understanding of the implications

of changing government policies, educational trends and legislation and production of effective strategies for maximising their benefit to the academy.

- To have overall responsibility for all service purchases and contracts including use of tender procedures to comply with legislation, and negotiation with suppliers of goods and services to achieve best value for the academy, working as part of a buying consortium where beneficial.
- To produce and present detailed financial reports on revenue and capital funds to the Executive Principal and Trust.
- To prepare, with the assistance of the finance team and the academy's auditors, financial reports for preparation of final audited accounts in line with fund accounting systems.
- To attend Trust and other meetings on financial matters as appropriate.
- To work with teaching staff to establish agreed budgets and monitor these, producing monthly reports.
- To write effective financial policies and ensure that all financial administration is carried out in accordance with them.
- To make day-to-day decisions, and provide advice, within set budgets.
- To oversee the preparation and implementation of all capital grants and bids, and all building maintenance and development.
- To comply with the requirements of the academy's auditors, and ensure compliance in line with legislation.
- To line manage the Finance team staff, including payroll, ensuring deadlines are met and act as point of contact for referral of problems.
- To monitor cash flow to ensure a strong financial footing, planning for anticipated problems and reconciling the bank account monthly.
- Ensuring invoices are produced as required and dealing with bad debts in line with the academy's policies.

3. Human Resources

- To be accountable for the work of the staff teams to ensure that a cohesive service is provided to the wider Federation and recommend any staffing changes.
- To provide medium term planning for staff to enable the Trust to meet changing needs due to legislation, student numbers, retirements of staff etc. reviewing the staffing structure as required and costing developments for budget planning purposes.
- To manage the Performance Review of staff as required.
- To oversee the payroll function ensuring the timely production of pay slips and payment transfers of all schools and settings in the Federation.
- To ensure an effective system is in place to deal with payroll, National Insurance, expenses, pensions and human resources functions and to produce required reports and returns as required to comply with legislation.

4. Miscellaneous

- This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the role are not excluded because they are not itemised.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The Federation has a dress code which must be adhered to as a condition of appointment.