

JOB DESCRIPTION

<u>POST TITLE:</u>	ASSISTANT FINANCE & OPERATIONS DIRECTOR
<u>GRADE:</u>	SCP 40 – 45 (£43,857 - £49,168)
<u>REPORTING RELATIONSHIP:</u>	Finance & Operations Director
<u>Working Pattern</u>	37 hours per week TTO + 15
<u>JOB PURPOSE:</u>	To provide support to the finance & operations functions of the Academy Trust. Working in partnership with the CEO, CFO, headteachers and trustees to ensure the continuous improvement of the schools within the Trust. Assist with all aspects of development and effective operation of financial systems and procedures. To assist in budget setting and monitoring, costing activities and development of budget profiles.

MAIN DUTIES/RESPONSIBILITIES

Strategic Financial Responsibilities

- In conjunction with the designated Chief Financial Officer of the Trust, ensure compliance with the Academies Financial Handbook.
- Provide high quality financial advice and guidance to budget holders and the Senior Leadership Team of the schools and the Trust.
- Maintain and monitor all budgets and present regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with the Academy Trust and public procurement regulations at all times.
- Support the Finance & Operations Director in the preparation and implementation of financial forecasts, business plans, reports and returns, etc, to ensure the strategic development of the Academy Trust, and long term sustainability of the budget.
- In conjunction with the Finance & Operations Director, update and maintain the Academy Trust's financial procedures and standing orders, ensuring staff comply with them and that they are compliant with the Trust's own policies and procedures.
- Ensure consistency in financial processes and procedures across all primary and secondary schools.
- Conduct reviews and evaluations of cost reduction opportunities and regularly monitor the Academy Trust's contracts and SLAs to ensure value for money is achieved.
- Responsible for ensuring that the finance systems reflect the latest accurate position and for month-end close and finalisation of management accounting reports in a timely and accurate manner.
- Responsible for control account reconciliations, funding analysis and reconciliations, monthly budget monitoring, debtors and credit control.
- In conjunction with the Finance & Operations Director, oversee the Academy Trust's procurement processes and procedures ensuring best value is achieved in all purchasing activity.
- Deputise for the Finance & Operations Director as required.
- Provide guidance and support in financial matters to senior leaders and finance staff within the Trust

- Contribute to the development of external relationships with appropriate contacts including auditors, solicitors, bankers, the Education and Skills Funding Agency and statutory organisations such as HMRC.

Financial accounting and reporting

- Support the Finance & Operations Director in the production of the annual financial statements, prepare audit files and liaise with external auditors.
- Ensure all statutory returns required by the Education and Skills Funding Agency are completed and submitted within agreed deadlines.
- Produce accurate financial reports to tight deadlines, including the management accounts.
- Ensure the Academy Trust remains compliant with VAT requirements, including managing the Academy Trust's VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines.
- Implement month end procedures and contribute to their on-going development.
- Ensure that monthly payroll journals are processed in line with month end procedures.
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts.
- Maintain the Academy Trust's fixed asset register, including additions, disposals, transfers and depreciation charges.
- Maintain and develop the reporting and analysis of integrated curriculum financial planning
- Assist with the submission of all returns to the relevant agencies
- Oversee the work of the Academy Trust's accounts payable and accounts receivable functions.

Treasury management

- Ensure that the Academy Trust has a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place.
- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust.

Audit & Compliance

- Manage the internal audit contract and all work undertaken in financial areas.
- Co-ordinate the external audit team, ensuring that all work is undertaken in order to meet Governance and statutory requirements.
- Ensure robust financial and human resource controls are in place across the Academy Trust.
- Ensure the Academy Trust processes and procedures are compliant with current legislation

Human Resources & Payroll

- Support the CFO in the management of all HR issues relating to all staff
- Ensure effective administration of relevant staff recruitment processes
- Work closely with payroll provider to ensure that this is managed in order to meet the needs of the Academy Trust.

Operations

- Support the Finance & Operations Director in ensuring effective procedures are in place for estate management and maintenance, including disaster recovery and business continuity across the trust
- Have an overview of the management of all cyclical maintenance across the trust
- Have an overview of the management of cleaning caretaking and catering provision across the trust
- Provide support for the management and overview of all capital projects

Leadership & Management

- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Finance & Operations Director and CEO.
- Actively promote the Academy Trust and its services and take a leading role where necessary and appropriate.
- Supervise and manage the Academy Trust central finance team, including the management of their training, development and performance in line with the Academy Trust's Performance Management Policy.
- Support Office Managers and other staff within the Trust to undertake financial and administrative tasks in line with Trust policies and procedures.
- Carry out other reasonable tasks as directed by the Finance & Operations Director

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Academy Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY TRUST.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION - ASSISTANT FINANCE & OPERATIONS DIRECTOR

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Part or fully qualified accountant e.g. AAT, CIPFA, ACCA etc.	AF,C	D1	Degree	AF,C
Experience & Knowledge	E2	Experience of managing significant financial resources with a strong appreciation of relevant regulatory frameworks	AF,I	D2	Experience of working in a school or academy, LA or independent school in a financial management role	AF,I,R
	E3	A minimum of 3 years experience in a finance function	AF,I	D3	Knowledge of education funding arrangements for academies	
	E4	Highly competent in the use of Microsoft Office packages, particularly Excel		D4	Experience or knowledge of facility management and processes	
	E5	Experience in the line management of staff, including performance review and appraisal	AF,I,R	D5	Knowledge of payroll functions and payroll	
	E6	Experience of year end accounting and the production of accurate annual and management accounts	AF,I			
	E7	Experience of working with computerised accounting packages	AF,I,R			
	E8	Experience of writing financial reports, completing financial returns etc.	AF,I,R			
	E9	Experience of capital accounting and the management of fixed assets	AF,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E10	Experience of internal and external audit and of developing robust, audit compliant internal controls	AF,I,R			
Skills	E11	Ability to present often complex information in a logical and systematic manner and to interpret figures with skill and understanding	AF,I,R			
	E12	Ability to work successfully as part of a team and to prioritise own work load with minimum supervision	AF,I,R			
	E13	Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF,I,R			
	E14	Good networking skills and the ability to communicate and forge links with stakeholders	AF,I,R			
	E15	Ability to relate well to children and adults	AF,I,R			
	E16	Ability to train and motivate team members	AF,I,R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E17	Capacity to work hard under pressure to tight deadlines on a number of difference projects	AF,I,R		Car driver and use of a car	
	E18	Willing to participate in development and training opportunities	AF,I			
	E19	High level of personal integrity and confidentiality	AF,I,R			
	E20	Ability to accept responsibility and use initiative	AF,I,R			
Special Requirements	E21	Suitable to work with children/young people	D			
	E22	Ability to attend evening meetings as required	AF,I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation

I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references