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| Job Description | |  | |
| **Post Title:** | Chief Finance Officer - CFO A4478  (Valour Academy Trust) | | |
| **Evaluation:** | 630 Points | | **Grade:** N10 |
| **Responsible to:** | Chief Executive Officer - Valour | | |
| **Responsible for:** | Business management | | |
| **Job Purpose:** | |  | | --- | | * To act as accountant and the “Chief Finance Officer” in accordance with ESFA regulations for Valour Academy Trust. * To manage and oversee the provision of the school business management and school admin support functions | | | |

## Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Finance / Accountancy**

1. To provide professional accountancy advice and support to the Academy Trust including carrying out a range of accountancy functions and activities from preparing and producing financial reports, balance sheets and management accounts and forecasts.

1. Provide strategic financial advice and guidance to CEO, Head Teachers / Heads of School, and LAB/Trustees. Provide financial advice and guidance to budget holders.
2. Prepare monthly and annual budget reports and forecasts for CEO, Heads of School, and LAB/Trustees and monitor budgets and identify potential issues, risks etc and provide financial advice, as required. Where appropriate produce and/or update relevant policies, procedures and practices.
3. Prepare three year budget forecasts for Trust and its schools and identify potential financial or budgetary issues and provide strategic financial advice to the CEO and LAB/Trustees, including identifying potential risks, deficits and shortfalls.
4. Prepare separate budgets for each academy / school and a consolidated budget for multi academy trust. Ensure budgets remain ‘healthy’ and sustainable. Support Head Teachers / Heads of School with the monitoring of their budgets, proving financial advice and guidance, as appropriate.
5. Develop and establish appropriate accountancy systems and controls within the Trust to ensure as far as possible that there are no overspends or unauthorised overspends on budgets / budget headings. Where, appropriate use financial performance indicators to monitor financial performance. Ensure that staff comply with the Trust’s financial regulations, provide advice as appropriate.
6. Monitor Trust reserves and provide financial advice to the CEO and LAB/Trustees and ensure the Trust operates in accordance with ESFA regulations. To produce management accounts and balance sheets, as required.
7. To reconcile and input monthly payroll transactions into the finance system

and produce exceptions reports and manage the outcomes from resulting queries.

1. To ensure accurate timely financial information and returns are provided to the ESFA in accordance with relevant regulations. Input financial data, produce reports and reconcile transactions.
2. Liaise with and work with external auditors as required. Ensure that budgetary and account information is available, as required. To operate certain internal audit scrutiny processes as required
3. Work with financial software and other related software programs, (and with the software providers if required) to design and develop financial systems suitable for use by Valour Academy Trust and its schools.
4. To carry out or oversee financial operations, as required including operate period end processes including VAT audit and preparation, monthly audit and Trial Balances, account/ledger enquiries and audit transactions, system journals, end of year account preparation processes, including managing debtors, creditors, cash flow and monthly bank reconciliations etc.
5. Monitor and review all SLAs and advise the Chief Executive Officer regarding best value. Research and prepare bids seeking external funding (capital & revenue) for projects for the Valour Trust, in conjunction with the Chief Executive Officer.

**Valour Business Management**

1. Work with the CEO and current business managers in the strategic management of the schools’ business management, school admin and facility service functions.

**General**

1. To promote and implement the Valour’s Equality Policy in all aspects of employment and service delivery.
2. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school’s policies and procedures.
3. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust’s safeguarding policy.

March 2024