



# Director of Finance

**Location:** Tonbridge/Sevenoaks

**Start Date:** January 2023, or sooner

**Grade:** Kent Range 11

**Full Time - Permanent Post**



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A\*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

We are seeking to appoint a suitably qualified, experienced and motivated individual to take up the post of Director of Finance. This role will support the Headteacher, Trustees and Budget Holders in all aspects of financial control and procedure.

The successful candidate will have a positive and flexible approach while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

This role provides the opportunity to be part of our expanding, progressive and forward-thinking school, and to be part of a friendly, supportive and talented staff team, committed to providing an excellent education for every child.

## The Post

<b>Job Title:</b>	Director of Finance	<b>Reports to:</b>	Acting Headteacher
<b>Team:</b>	Finance/SLG	<b>Start date:</b>	January 2023
<b>Grade:</b>	Kent Range 11	<b>Hours:</b>	37 hours per week

### Purpose:

As a member of the Senior Leadership Group, to provide strategic leadership and management of the financial operations of the school, providing best value and enhancing effectiveness leading to improved standards of achievement.

To support the Board of Trustees as the Chief Finance Officer, advising on the strategic direction and leadership of all aspects of budgeting and financial management of the Academy, including the development, implementation, review and maintenance of financial systems and controls.

To ensure the Trust complies with the appropriate legislation and reporting requirements in all financial areas.

To also fulfil the Company Secretary duties as required.

As this is a Single Academy Trust, there is also a requirement for operational duties such as preparing the monthly management accounts and ensuring the accurate payment and management of all staff salaries.

### Key areas of responsibility:

#### Director of Finance

- Financial Planning, Management and Reporting
- Accounting and Governance
- Audit
- Payroll
- Procurement and Contract Management
- Income Generation

### **Company Secretary**

- Support the Trustees
- Research current legislation
- Fulfil Company Secretary duties
- Completion of statutory and non-statutory returns

### **Strategic Leadership Role**

As a member of the Senior Leadership Group the post holder will:

- Provide clear information, advice and recommendations to the Acting Headteacher, SLG and Trustees regarding the strategic development of service support, utilisation of assets and the development of business activity, to ensure the best possible learning environment for students and working environment for staff.
- Participate and represent the Academy in national and local networks of Finance Directors, so that the academy is alert to new trends and is familiar with current best practice. Other areas of work commensurate with the purposes of the post.
- Undertake line management of staff as required and to participate in Performance Development, including relevant training opportunities for staff development, in line with staffing policies and procedures.
- Promote and market the academy to a variety of audiences to raise the profile with the local community and seek sponsorship.

### **Financial Planning, Management and Reporting**

- Prepare the annual budget as part of the three-year financial plan.
- Ensure the working budget is updated for assumptions and changes in a timely manner for reporting to Trustees.
- Oversee the development of financial and management accounting systems for the Academy.
- To implement, monitor and adapt internal controls to reduce the risk of fraud or non-compliance.
- Prepare monthly management accounts ensuring compliance with the Academy Trust Handbook.
- Report regularly on set Key Performance Indicators.
- To be responsible for sales and purchases, income generation, lettings and business activities.
- To set objectives for financial management and service support, to monitor progress and to advise on any necessary remedial actions and to participate in Performance Development and in relevant training opportunities.
- To be responsible for the preparation of financial reports, estimates and completion of financial returns as required by the Trustees, DfE, Companies House and Charities Commission.
- Plan and monitor the cash flow of the Academy and implement creditor and debtor policies and procedures.
- Research and complete funding bids to external bodies including Government departments. Adhere to strict deadlines and monitor the funding to ensure that any funds received from success bids are spent appropriately and within time scales.
- Ensure the Academy receives value for money.
- To oversee and manage the Development Trust Fund as instructed by the Board of Trustees and ensure it is effectively and efficiently administered to the benefit of the Academy Community, whilst at the same time fulfilling all external expectations.
- Advise the Acting Headteacher and Trustees on investment and financial policy, preparing appraisals for projects and the Trust Business Plan for the future development of the Trust.
- Undertake regular benchmarking comparison exercises and ensure Integrated Curriculum and Financial Planning (ICFP) concepts are embedded in the Trust.

- Report to the Leadership and Management Committee and the Trustees on all aspects of Trust finance, business operations and audit to facilitate effective decision-making.
- Manage the financial aspects of the Strategic Development Plan providing material reforecasts to reflect dynamic changes in the internal and external environment.
- Ensure any financial issues identified are swiftly resolved.
- Commission and procure services on behalf of the Trustees as required, in accordance with the Trust. Procurement Policy. Monitor the effectiveness and implementation of these agreements.
- Ensure the safety, security, and effective maintenance of the Trust's assets.
- Ensuring that the School makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Identifying and driving efficiencies through the use of effective procurement processes.
- To be responsible for the annual financial statements, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.
- Monitoring the income and expenditure budgets across the academy and RPT and give early warning of difficulties or opportunities arising;

### **Accounting and Governance**

- Develop appropriate financial regulations and work with budget holders to ensure compliance with financial procedures and statutory obligations e.g. Academy Trust Handbook, Funding Agreement.
- Ensure the Trust has a clear and up to date Finance Policy which is underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately. Devise appropriate accounting procedures to ensure the effective operation of financial controls.
- Prepare and maintain the Academy risks register.
- Ensure the Academy meets all its financial obligations.
- Advise Trustees and the Acting Headteacher on external and internal audit arrangements as required by financial regulations and funding bodies.
- Manage the process of Internal Scrutiny and the External Annual Audit, to ensure any recommendations made are implemented in a timely manner.
- Notifying all related party contracts to the ESFA, seeking prior agreement where required in accordance with the Academy Trust Handbook.
- Make the necessary arrangements for insurance cover for the Academy and Board of Trustees.
- Liaise with brokers/insurance companies regarding claims, dealing with correspondence and communication.
- As the Director of Finance, ensure that each Trustee follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms (audit and risk management).
- To ensure that the Trustee resources are managed efficiently, ethically and professionally, conforming to all internal and external regulation and being ultimately responsible for the proper financial and operational conduct of the organisation

### **Payroll**

- Ensuring that the Trust Payroll is delivered efficiently and effectively and where organised via an external provider, it provides value for money and the service received at least meets expectations and performance targets, with statutory returns being accurate and submitted on time.
- Ensure that staff are paid accurately and timely each month.

- Ensure that personnel matters relating to salary, pension and HM Revenue and Customs queries are dealt with efficiently and in the appropriate timescales.

#### **Procurement and Contract Management**

- Prepare and implement policies concerning the buying and ordering of all supplies and services.
- Monitor the operation of policies concerning buying and ordering and the preparation of required reports.
- Monitor the operation of contracts entered into for the supply of services ensuring value for money is achieved.

#### **Income Generation**

- Liaise with funding agencies to secure additional funding for the Academy.
- Identify potential funding opportunities, agencies, Government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with all Senior Leaders to maximise income generation, financial growth and profile services.

#### **Management of Staff**

- Ensure staff are efficient and effective.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Actively contribute to the development of quality improvement programmes across the Academy.

#### **Company Secretary Duties**

- Support the Trustees (Directors) in their responsibilities relating to strategic issues, accountability and school improvement.
- Research current legislation in all relevant areas (including employment, Health and Safety) and provide recommendations/guidance to the Trustees and the Academy's Leadership Team.
- Fulfil Company Secretary duties including keeping accurate company records and documents, and providing the relevant information to Companies House.
- Completion of statutory and non-statutory returns in accordance with strict deadlines.

#### **Other**

- To attend Trustee and Leadership and Management Committee meetings as and when required
- Provide training and development to all staff and Trustees in relation to financial matters.

### **Necessary Experience**

- The post holder requires an extensive knowledge of financial procedures, regulations and business management and would be qualified to NVQ level 7 (or equivalent).
- A high level of interpersonal and communication skills is necessary in order to discuss budgetary positions and advise the Acting Headteacher and various Trust Board Committees. The post holder will need to interpret, apply and give advice on complex financial issues and the post holder must possess negotiating skills in order to interact effectively with colleagues, internal and external clients and other key stakeholders.
- Detailed and authoritative knowledge and experience in financial procedures is essential, as is computer literacy, payroll and accountancy.
- A flexible, efficient and analytical approach is required with the ability to resolve complex problems and work on own initiative to tight deadlines.

## About You (Person Specification)

	Essential	Desirable
<b>Qualifications</b>		
Relevant professional accountancy qualification	✓	
Proven and successful experience of relevant financial management in an organisation	✓	
Qualification in school business management		✓
Experience of working in a leadership team and influencing at a strategic level	✓	
<b>Experience</b>		
Able to propose solutions to problems within an overall strategic plan	✓	
Experience of leading staff teams, including their professional development and performance management	✓	
Experience of initiating, planning and delivering successful change	✓	
Experience of financial procedures and control systems	✓	
Experience of book-keeping or general accounting	✓	
Preparation of annual budgets	✓	
Preparation of monthly management accounts	✓	
Management of payroll processes	✓	
<b>Skills &amp; Knowledge</b>		
Able to communicate effectively, orally and in writing	✓	
Confident in own ability to be effective and to take on challenges	✓	
Able to relate well to Students, Colleagues, Parents, Carers and Trustees	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Ability to accurately run reports	✓	
Accuracy and attention to detail	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Knowledge of PS Financials		✓
Knowledge of Academy Funding Streams		✓
Ability to manage and deal with confidential data / issues appropriately	✓	
Very good numeracy/literacy skills	✓	
<b>Personal Attributes</b>		
Able to inspire, challenge and motivate others	✓	
Has a positive approach to education with a desire to succeed	✓	
Possesses energy, enthusiasm and perseverance	✓	
Has reliability and integrity	✓	
Possesses excellent interpersonal skills	✓	
Has professional appearance and manner	✓	

Has positive commitment to individual personal development	✓	
Has capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Has a good record of attendance	✓	
Is adaptable and amenable with respect to working practices	✓	
Has ability to work independently and in a team, take a collaborative approach	✓	
Has ability to build supportive working relationships with colleagues	✓	
Has commitment to supporting the full life of the school	✓	
Is suitable to work with children	✓	
<b>Equal Opportunities</b> – has commitment to inclusive education	✓	

## The Package

Salary: Kent Range 11: £41,216 - £47,199 per annum

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Friday 9 December 2022, 9am\*

Interview day: Week commencing 12 December 2022

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

