## Job Description

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| Job Title: | Director of Finance and Operations |
| Reference: | X00002 |
| Reports to: | Principal |
| Responsible for: | HR, Finance and Operations |
| Salary range: | £70,000-£80,000 depending on experience |
| Contract: | Full time, all year round |

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| Main purpose of the role: | To be responsible for the strategic management and leadership of Finance, Human Resources and Operations of the Academy and in this respect to take the lead in the development of appropriate policies and procedures and to advise on strategies for their implementation. | |
|  | The person appointed to this position will be a member of the Academy Senior Leadership Team and Executive Leadership Team and is responsible for the following functions:   * Finance * Human Resources * Outsourced payroll provider * Operations * Student Services * Data and IT (incl GDPR) * Premises (incl Health & Safety) * Outsourced IT Support contract * Outsourced Catering Contract * Outsourced Cleaning Contract | |
| Main duties: | **Finance:**  With the support of the Finance Manager, to be responsible for:   * To provide strategic leadership, direction and management in Finance, ensuring high standards. * To ensure robust and appropriate systems of internal financial control and that public money is used appropriately, efficiently and effectively, and in compliance with funding body regulations. * To manage the Academy’s finances so that all transactions are accurately recorded in a timely basis. * To produce monthly accounts, reforecasts, cash flow analysis and balance sheet within ten working days of the month end. * To manage the annual budget and three year plan processes in line with Academy development plans. * To file all statutory returns with the Department for Education & ESFA on time. * To manage the relationships with the Chair of the Finance and Audit Committee, auditors, bankers and the ESFA. * Ensure compliance with the Academy Funding Agreement, and the Academies Handbook. * Use financial reports and benchmarking to identify and prioritise opportunities for savings on expenditure. * To prepare the year end accounts file for the auditors and review the draft statutory accounts in accordance with the Companies Acts and SORP. * To prepare and report into the Finance and Audit Committee and Governing Body meetings on financial matters. | |
|  | **Human Resources:**   * To foster an ethos that values the contribution of all staff and considers and promotes their well-being. * To take the lead in the Academy HR strategy, ensuring that the Academy has effective HR policies and procedures in place to provide an effective service, which comply with statutory obligations and reflect best practice, and to bring to the attention of the Principal significant measures which could affect the Academy. * To ensure the Academy maintains an accurate and up to date Single Central Record which complies with statutory obligations. * To be responsible for and oversee contractual and employment issues relating to staff. * To liaise with the Principal in the delivery of effective recruitment, induction, appraisal and professional development of staff. * To provide together with the outsourced payroll provider a complete and timely payroll service to the Academy, and ensure that all returns are completed on time. * Deal with all personnel matters relating to salaries and HM Revenue and Customs queries. * To ensure accurate and timely returns to the Teachers’ Pension Agency and the Local Government Pension Scheme. * To ensure that all staffing and payroll changes are properly authorised, updated on relevant systems and notified to outsourced payroll provider. * To provide leadership in respect of capability, disciplinary and grievance issues and to chair or be a member of panels which hear such matters. * To ensure that DBS checks, references and other required documentation is obtained for all new starters. | |
|  | **Operations**  With the support of the Operations Manager, to be responsible for:  **Premises:**   * To oversee the outsourced catering and cleaning contract. * To be responsible for ensuring that all applicable health and safety standards are met. * To ensure that the Academy’s premises are maintained and cleaned to a high standard in order to offer the best possible working conditions for our staff, pupils and students. * To plan projects so that facilities are complete and available at the time required. * To liaise with the Principal and representatives of the Governing Body, in the procurement process to select and appoint design teams and contractors for significant premises developments. * To appraise options and manage significant premises developments working closely with professional advisors to ensure the delivery of projects on time and within budget. * To react promptly to all premises related issues. * To maximise lettings income for the Academy’s premises. * To ensure that income generation from the letting of premises is maintained and developed and to source other funding and income opportunities including grants to support significant premises developments.   **IT:**   * To oversee the outsourced IT support contract. * To oversee the strategy and security of the IT architecture and systems to support the functioning of the Academy. * To be responsible for the server and network support to the Academy. * To be responsible for software support and to drive forward the development and training on the Academy’s IT and Management Information Systems. * To ensure adequate continuity and security of the Academy’s systems, with all systems and software fully documented, all licences complied with, and appropriate back up and virus protection procedures in place. | |
|  | **Legal and Compliance:**  **Audit and Risk:**   * To plan and implement the periodic review of the Internal Auditor function. * To manage and oversee the annual audit of the statutory accounts and to co-ordinate the management responses to their reports and ensure timely follow up of accepted recommendations. * To take the lead in the co-ordination and production of the review of the Academy’s risk register. * To be the main contact with the Academy’s lawyers.   **Data protection:**   * To be the main contact for the outsourced Data Protection Officer. * To take the lead on Data Protection to ensure compliance with statutory obligations. * To ensure that staff receive regular data protection training every three years. | |
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|  | **Essential** | **Desirable** |
| Qualification | * Hold a good honours degree or equivalent qualification in a financial discipline or similar, preferably CIMA or ACCA; * Evidence of Continuing Professional Development relevant to the role. | * At least 5 years post-qualification experience in middle/senior leadership role within a similar setting * Significant HR experience |
| Experience | * Proven strong effective leadership and people management skills. * Ability and commitment to lead the Academy’s drive to secure a transformational change in aspiration and standards. * A strong awareness of whole school and wider educational issues and current developments | * Significant financial and operational management in Education Finance * Experience of successfully initiating, implementing and monitoring major capital projects within budgets and timescales |
| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. * Able to see finance as an enabler, not as a blocker, and is capable of thinking creatively and innovatively to solve problems. * Excellent facilitation and presentation skills suitable up to and including senior managers. * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. * Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies. * Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities. * highly disciplined and excellent organisational skills; a strategic and innovative thinker able to identify opportunities for improving performance and assess the feasibility of new ideas * ability to lead on operational detail while maintaining a clear strategic vision and direction * strong project management and planning skills * ability to represent and promote the Academy, its values, performance and objectives to a wide range of audiences * a sound working knowledge of financial and accounting matters * an understanding of Human Resources legislation and best practice including safeguarding requirements * an understanding of audit and risk management processes * a broad understanding of premises management and health and safety requirements | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Quickly inspires confidence at board level, amongst other senior executives and with a range of key external stakeholders. * Able to work across a broad and diverse range of responsibility areas. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |

## Organisation Chart

