



## **JOB DESCRIPTION DIRECTOR OF FINANCE**

**Job Title:** Director of Finance

**Reporting To:** Chief Finance Officer

**Salary:** AR13 (£60,049 - £68,980)

### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To ensure that the Trust delivers its vision through brilliant schools, complying with company and charitable law, statutory and non-statutory guidance so that all activities undertaken are efficient and effective and in accordance with Trust ethos and values.
- To have overall responsibility for the finance team function and operational performance of Turner Schools financial matters. This will include budgeting, forecasting, grant applications, fundraising, major procurements, financial control, banking, investment, financial reporting and auditing.
- To offer proactive advice and ideas and to work in a highly collaborative, hands-on fashion, so that school leaders are freed up to focus on teaching and learning and resources are maximised to impact outcomes and the environment for pupils.
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

### **Finance Functions:**

The DFO will have responsibility for the finance functions within the Turner Schools group of schools.

### **Responsibilities include:**

- Assisting the CFO with managing the budgeting process and monitoring against budget.
- Financial reporting to the trust board, executive team, principals, academy staff and externally as required.
- Managing the finance team, ensuring effective finance systems, processes and procedures are in place and an efficient service is provided to all service users.
- Attending monthly monitoring meetings with the Trust Chair and CEO, preparing all documents in advance of the meeting.
- Effective monitoring of all income and expenditure and effective internal audit processes
- Financial Systems
- Production of annual accounts and independent auditing
- Maximising income from grant applications & fundraising
- Procurement of major items and general procurement policy
- Invoicing and payment processing
- Cash, banking, treasury and investment of funds
- Tax (including VAT and other relevant taxes)
- Payroll and PAYE
- Maintain, develop, implement and review appropriate policies and procedures for financial matters at a Trust and Academy level that comply with the requirements of DFE's "Academies Trust Handbook", Funding Agreement, relevant company and charities law.

**Key Contacts:**

The Director of Finance key contacts will be:

- Principals and School Leaders: providing timely and accurate information and advice to Principals to allow them to make decisions on resourcing and staffing matters. Assisting them to control costs. Ensuring the Principals are able to focus on the education provided in their schools, safe in the knowledge that all “back-office” functions are being properly handled.
- Chief Finance Officer - reporting directly to the CFO you will work under their direction and support with both operational and strategic projects across the Trust.
- Turner Schools Board and Executive Leadership Team: ensuring accurate and timely financial information is provided, including forecasts and longer term projections. Providing accurate information and advice on all non-educational matters. The Director of Finance will attend Trust Finance, Audit and Risk meetings.
- Education and Skills Funding Agency (ESFA): Interface on all financial and other regulatory matters.

**Vision and Ethos:**

The DFO will support the vision and ethos of the Turner Schools. They will:

- Develop and operate consistent common financial and other systems, policies and procedures across all Schools to minimise the cost of administration to maximise the resources available to support students
- Contribute to the vision to run outstanding schools by operating services comparable with best practice in Schools and other organisations. Lead developments in relation to areas of responsibility. Monitor, evaluate and review the effectiveness of these plans and use outcomes to inform future development priorities.
- Contribute to the culture of respect, recognition, optimism, celebration and mutual support in the Schools which promote equality within, and value the diversity of the School communities.

**Other Services:**

- Legal (including Company and Charitable law)
- Risk Management: Business Continuity and the Trust risk register

In each of these areas, the Director of Finance is expected to drive-up standards so that the Trust’s activities are efficient and effective.

**Staff:**

The Director of Finance will:

- Have direct responsibility for managing the Central Finance Team.
- Provide leadership to all staff under their supervision, taking action to ensure high levels of staff morale and ownership of the values and policies
- Ensuring a first class customer service experience is delivered by the Trust finance function.
- Implement performance management and quality assurance systems, including the setting of objectives and development targets.
- Ensure effective staff development opportunities are in place within the team to support their continued professional development.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;

### Personal Qualities, Skills and Qualities:-

- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

### Relevant Experience:

- Chartered Accountancy Qualification (or actively working towards)
- Experience of working in a similar role with 5+ years' experience

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.



**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....