

MAPLEDSEN NOAKES SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION – HEAD OF FINANCE/CHIEF FINANCIAL OFFICER (CFO)

Reports to:	Co-Headteacher
Pay Band:	MNS Range 10 or 11 – depending on experience
Liaison with:	School staff, contractors, suppliers, the public, external organisations and any other parties connected with the effective running of the school

Purpose of the Job:

As Chief Financial Officer (CFO) you will provide an effective and efficient financial and administrative service under the direction of the Co-Headteachers, through managing the finance team and all aspects of financial management and control, including accounting, records, financial operations and financial management information in accordance with School and the DFE (Department for Education).

To work with the Co-Headteachers and external finance support in all aspects of planning, forecasting and budgeting

Alongside the external finance company, support in the management of stakeholders (eg auditors, DfE, HMRC (Her Majesty's Revenue and Customs) etc)

Key duties and responsibilities:

1. Planning, forecasting and budgeting:

- Work with the Co-Headteachers and external finance support to produce the school's budget, ensuring it is balanced and realistic and represents effective use of public funds and is in alignment with the School Strategic Improvement Plan.
- Monitor the school budget all year round, advising the Co-Headteachers where changes may be required
- Forecast future budget years based on the school's estimated funding/grants and trends in expenditure so that the Co-Headteachers can make strategic long-term decisions
- Attend meetings with the governor finance committee and full governing body to present budget monitoring and expenditure reports
- Ensure all statutory financial reporting requirements and returns are completed and submitted on time
- Look at ways to generate additional income for the school including sourcing and applying for grants
- Monitor budgets and present regular management reports to ensure efficient and effective control of income and expenditure and to avoid excess spending.
- Working with budget and forecasting software systems ensuring integrity of data input and modelling assumptions
- Attend SLT meetings as and when required in order to discuss/share school budget/income/expenditure information

2. Financial management, control and operations:

- Operation of school accounting and financial record systems Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies
- Review and respond to any control weaknesses identified through audit or other procedures and checks

- Management of income and expenditure operational systems and procedures, including BACS, online payments in and out, cashless systems, cash procedures and banking
 - Management of all income and expenditure relating to school trips, including administration of student procedures and records, and booking travel, accommodation, activities etc (via Finance Assistants/Officer)
 - Preparation of monthly bank reconciliations and undertaking all month end procedures.
 - Work with the Senior HR Advisor to ensure that payroll actions undertaken by the school's payroll provider are accurate
 - Ensure that the control account is reconciled each month and agreed to payroll reports
 - Ensure all finance policies are regularly updated and are in line with any changes in legislation
3. Financial reporting, control reporting and management information:
- Produce and submit all financial reports and returns in line with agreed regulatory and internal timetables, including:
 - Budgets
 - Accounts
 - VAT returns
 - Monthly management reports, including income and expenditure, forecasts, cashflow reports and balance sheet
 - Bank reconciliations, benchmarking data, department budgets reports etc
 - Production of the trial balance at year-end to facilitate audit. Resolving audit queries (either directly or through others, eg HR team)
 - Finance point of contact with DfE, HMRC, Pensions bodies, auditors
 - Preparation of the DfE returns e.g. Budget Forecast Return (BFR); SRMSAT; submission of accounts following audit etc
4. Management of Finance functions and Finance team: –
- Support with continuous improvement initiatives for delivery of Finance function responsibilities
 - Management of Finance staff including:
 - Recruitment
 - Induction and training
 - Performance management
 - Management of the Finance systems and relevant Ledger accounts, ensuring that all transactions are processed within the agreed budgets, in line with financial regulations and best value.
 - Checking all goods receipts and deliveries.
 - Processing of all invoices and the preparation of all payments.
 - Maintenance of supplier records.
 - Preparation, implementation and reconciliation of all financial transactions relating to the school's income and expenditure, to ensure compliance with legal requirements and the Academy Trust Handbook.
 - Administration of purchase, sales and nominal ledger transactions ensuring that they are recorded accurately within the finance system.
 - Administration of income including undertaking banking as required.
 - Responsible for Accounts Receivable including credit control and preparation of sales invoices, accurate allocation of income received, preparation of monthly statements and debtors' reports as required.
 - To support in the management of School visit accounts, providing assistance to trip organisers where relevant.
 - Ensure all accounting procedures in relation to the School Fund meet audit requirements and financial regulations.
 - Ensure the school is fully prepared to meet all auditing and compliance checks.

- To provide cover or assistance within the finance team as required.
- To undertake any other task which may be deemed reasonable.

This job description is not designed to be an exhaustive list of duties and responsibilities but represents the key areas of work. There will be additional duties and responsibilities implicit within the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Person Specification: Head of Finance

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QUALIFICATIONS	<ul style="list-style-type: none">• Ideally educated to degree level• Relevant accountancy/business management qualification
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a finance management role in a school environment essential
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to clearly communicate, both orally and in written form, a range of financial information both verbally and in writing with the senior leadership team and other staff.• A high level of proficiency with computer financial software packages and programme and Excel• Ability to create accessible financial reports• Must be computer literate regulations.• Ability to prioritise own workloads and to work to deadlines is essential.• Strives to achieve the highest standard, with an outcomes focus.• Ability to work to strict deadlines and work well under pressure.• Ability to prioritise workload.• Solutions –focussed.• Treats others with dignity and respect.• Team player.• Able to think strategically and plan ahead to ensure continuous improvement.• Flexible and positive approach.• Welcomes opportunities to develop own skills and knowledge.• Attention to detail• Numeracy• Organisation• Collaborative working• Flexibility to meet demands and time commitments of a middle leadership post

KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. • Ideally should be aware of DfE and School Financial Regulations and understand other relevant school policies. • Awareness of the Record Retention Policy and freedom of information protocols. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Works within policies and procedures and with consideration of own health and safety and that of others.
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