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| <b>Job Description:</b> | <b>Finance and Operations Manager</b> |   |
| <b>Salary:</b>          | Grade                                 | WAT Central Pay Scale, Points 22-26 (currently £51,308 - £55,897) |

#### **Role context and purpose:**

##### **FINANCE**

- To undertake and supervise financial processing, ensuring consistency of process and the delivery of timely, accurate and relevant financial information in line with the standards set by the Trust Finance Team.
- To ensure records are maintained and presented to satisfy external audit requirements.
- To ensure that the routine financial transactions of the academy are managed properly and efficiently and in accordance with the Trust's financial procedures and requirements.
- The lead and manage the finance provision, including the line management of the academy finance team.

##### **OPERATIONS**

- To oversee health and safety, including first aid, across the school site, offering expert advice and assistance to the Principal as required.
- To oversee the maintenance and development of the academy site, grounds, buildings and utilities, working closely with the Site Manager.
- To oversee the provision of IT across the academy, working closely with the IT Manager.
- To oversee the provision of admin support across the academy working closely with the Office Manager.
- To oversee the catering provision, working closely with the Catering Manager.
- To oversee the cleaning contract in the academy, acting as a liaison between the academy and the cleaning company.

#### **Main Responsibilities:**

##### **Financial Management**

- To manage the day-to-day activities of the Finance Office.
- To manage effective systems of internal control, in accordance with financial regulations.
- To monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school;

the operation and regular reconciliation of bank accounts; maintenance of an assets register; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.

- To assist the Trust Finance Director with the preparation of documents for the annual audit.
- To ensure internal and external financial policies and procedures are adhered to including the WAT Finance Handbook and the ESFA Academy Trust Handbook.
- To ensure that all orders placed comply with the requisition policy of the trust.
- To ensure that all transactions requiring payment are recorded correctly in the accounts and that the records are kept in accordance with guidelines set.
- To ensure that all payments are made within the agreed timescales.
- To complete financial month end procedures and prepare financial schedules for the year-end procedures, and to liaise with the auditors as appropriate.
- To prepare financial returns for the ESFA, LA and Trust within statutory deadlines.
- To maximise income generation within the ethos of the school.
- Be a point of contact with the Trust and other agencies with regard to grant applications, gifts and other donations.
- To oversee income management from whatever source.
- To be responsible for all financial and administrative aspects of items sold.
- To be responsible for collating information regarding insurance claims.
- To liaise with appropriate parties to ensure that the letting of the premises are managed within existing hire and condition guidelines maintaining records relating to same accordingly.
- To oversee the management of the petty cash.
- To oversee the quarterly VAT report.
- To administer free school meal eligibility and systems, updating the MIS system as necessary.
- To administer the financial aspects of the academy cashless payment system, and ensure the smooth running of the system.
- To assist the nominated member of academy staff (EVC) with arrangements for school visits, including making bookings for travel and venue arrangements.
- To monitor all school trips and ensure appropriate documentation is completed and submitted.
- To provide financial information to the Finance Business Partner as required for reporting to the Academy Council and SLT.
- To deputise for the Finance Business Partner, as appropriate.
- To attend meetings on behalf of the Finance Business Partner, as appropriate.
- Be the point of contact for support staff in the absence of the Finance Business Partner.

### **Payroll Management**

- To develop payroll procedures and systems, ensuring alignment with the cross-trust approach.
- To ensure that responsibilities for payroll and pension administration are fulfilled effectively and accurately.
- To manage the payroll process, ensuring that all relevant changes are notified to the payroll provider in good time.
- In liaison with the payroll provider, to ensure that all payroll related returns and reports are completed accurately and efficiently.
- In liaison with the payroll provider, to ensure that obligations concerning pension contributions are completed in a timely and efficient manner.
- To input payroll information into the payroll system.
- To check and reconcile monthly payroll reports.
- To liaise with the payroll provider regarding payroll queries.
- To liaise with pension providers regarding staff pension queries.
- To complete and check all annual pension returns.

### **Line Management**

- To provide leadership and guidance for the Finance Team and to prioritise their work.
- To undertake appropriate induction, probation, training and development of the Finance Team.
- To undertake annual performance management reviews as necessary, including setting objectives and monitoring progress against these.

## **Operations**

### **Health and Safety**

- To ensure Health and Safety is effectively managed throughout the Academy and that the Health and Safety Committee is effective in its work, working with the Principal.
- To ensure that all relevant staff have up to date training.
- To take responsibility for the arrangements for academy vehicles and drivers.
- To ensure the schools' health and safety policy is communicated to all stakeholders (including the Academy Council) and its implementation is reviewed and assessed at regular intervals, or as situations change.
- To oversee the provision of First Aid throughout the academy.
- To ensure contingency plans are in place for emergency situations, including school closure.
- To oversee the development and communication of emergency evacuation and lockdown procedures.
- To ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Academy Council and where appropriate, the Health and Safety Executive.

- To maintain reports and audits as required for risk management, including the academy risk register.

### **Site Management**

- To line manage the Site Manager, delegating incoming work and ensuring an efficient and accurate service across the Academy.
- To work with the Site Manager to manage day-to-day maintenance and repairs across the site and ensure the safe maintenance and operation of the premises.
- To work alongside the Site Manager to produce a rolling programme of capital works and preventative maintenance.
- In liaison with the Principal and WAT Executive Officers, be responsible for the initiation and management of all premises related capital projects.
- To negotiate contracts and monitor the effective operation of all external facilities and premises contracts.
- To oversee the academy lettings programme, liaising with the Site Manager regarding operational issues.
- To monitor and implement the Risk Assessment and Risk Management Plans for the academy buildings and site.
- To attend meetings of the Academy Council Finance and General Purposes Committee to keep them informed about facilities and premises matters, as required.

### **IT and Data Protection Management**

- To line manage the IT Network Manager, delegating incoming work and ensuring an efficient and accurate service across the Academy.
- With the IT Network Manager, monitor and manage ICT support and maintenance contracts.
- To ensure the schools' Acceptable Use Policy is communicated and available to all stakeholders.
- With the IT Network Manager, ensure that all information/data that is held and processed by the academy is managed in accordance with data protection requirements, and that confidentiality and security are maintained at all times.
- To oversee Freedom of Information and Subject Access Requests.
- To oversee the school Critical Incident Plan, ensuring that it is up to date and available if needed.
- To ensure a disaster recovery plan is in place to recover and protect the ICT infrastructure in the event of a technology failure or disaster.
- In conjunction with the IT Network Manager, consult with relevant colleagues and third parties to deliver ICT projects that introduce new technology, or improve existing technology, including through the Trust's central strategy.

### **Administration Management**

- To line manage the Office Manager and Marketing Officer, delegating incoming work and ensuring an efficient and accurate service across the Academy.

- To hold administration team meetings to review practice and identify areas for service improvement, identifying any areas for staff training, etc.

### **Catering Function**

- To line manage the Catering Manager (or Catering Contract) ensuring an efficient and cost-effective service across the Academy.
- With the Catering Manager, ensure the catering provision meets all required standards of hygiene.
- Develop all aspects of the canteen provision to meet the needs of a growing school.

### **Staff Management**

- To participate in performance appraisal and ensure that performance appraisal is delivered for all line managed staff.
- Participate in training and other learning activities and performance developments.
- Liaise with the Principal to ensure close working relationships between teaching and support staff.

### **General**

- Attend relevant meetings as required including evening or weekend events within the Academy calendar.
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code and communications.
- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.
- To undertake any relevant training as required
- To participate in the Academy's performance management process
- To undertake any other duties as may be deemed necessary to carry out the role successfully or are commensurate with the role.

**This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.**

**Additional expectations:**

**All staff** are expected to:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will also be subject to a Section 128 clearance.

**Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

| Person Specification:                 |   | Finance and Operations Manager  |
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| Knowledge                             | Essential   | Desirable   |
| <i>Education &amp; Qualifications</i> | <p>Level 4 or higher qualification or experience in relevant discipline</p> <p>Evidence of training or qualifications relevant to the role, or willingness to undertake</p>   | <p>Graduate</p> <p>Accountancy or bookkeeping qualification (AAT/ACCA/CIMA etc.)</p>  |
| <i>Knowledge and Skills</i>           | <p>Relevant knowledge and skill appropriate to the job and the level of responsibility</p> <p>Excellent knowledge of accounting standards and good practice</p> <p>Good knowledge of health and safety management</p> <p>Good knowledge of site development plans and policies</p> <p>Experience of management accounting, preparing option appraisals, plans, budgets, and of exercising budgetary control</p> <p>Extensive experience of developing and operating financial systems and procedures</p> <p>Well-developed financial modelling skills to support planning and decision making</p> <p>Highly skilled in the use of Excel spreadsheets</p> <p>Extensive experience of using financial/accounting software</p> <p>Know how to analyse and interpret financial / operational information to inform stakeholders</p> | <p>Experienced user of Access Education Finance software</p> <p>Experienced user of MyView payroll software</p> <p>Understanding of different funding streams available to schools</p> <p>Experienced in the preparation and presentation of financial accounts</p> <p>Experience of procurement procedures, managing and monitoring contracts and co-ordinating tendering procedures</p> <p>Working knowledge of employment law</p> <p>Working knowledge of relevant health and safety legislation</p> <p>Working knowledge of procurement law</p> |



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|                  | <p>Experience of payroll management systems</p> <p>Experience of developing and managing administration processes</p> <p>Experience of managing diverse teams</p> <p>Ability to use a wide range of complex IT systems</p> <p>Able to interpret information and make decisions about the most appropriate method of reporting/communicating</p> <p>Excellent communication skills to influence, persuade, motivate and engage with a wide range of stakeholders</p> <p>Excellent organisational skills</p> <p>Experience of managing teams with the ability to organise, lead and motivate others</p> <p>Good presentational skills</p> <p>The ability to communicate effectively to different audiences both orally and in writing, including the ability to promote the image of the Academy</p> <p>Understanding of data protection, cyber security and GDPR</p> |  |
| <i>Qualities</i> | <p>Appropriately motivated and enjoy working with children and young people</p> <p>Ability to make informed decisions following critically analysing</p>  | <p>A commitment to ongoing professional learning</p> <p>Evidence of the ability to successfully lead a team and performance manage staff</p> |



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| <p>situations/data and to carry out decisions autonomously</p> <p>Takes responsibility and accountability for decisions made</p> <p>Excellent problem-solving skills and attention to detail</p> <p>Ability to work strategically and develop radical proposals for improving services effectively</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</p> <p>Analytical, flexible and innovative thinker</p> <p>Strong commitment to high personal and professional standards</p> <p>Able to work effectively with a range of internal and external stakeholders, including Academy Trust representatives and parents</p> <p>Motivated to do the job well and committed to self-evaluation and learning from others to improve and continuously develop</p> <p>Physical and emotional resilience with the ability to work under pressure on a range of tasks to achieve tight deadlines, including being prepared to be flexible with working time arrangements during times of pressure</p> <p>Strong team ethic, supportive of others and willingness to cover for other staff if needed</p> | <p>Ability to contribute to colleagues’ professional development</p> <p>Evidence of contributing to the Senior Leadership Team of an organisation</p> <p>Effective negotiation skills</p> |
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|                             | <p>Understanding the importance of maintaining confidentiality</p> <p>Is committed to the provision and improvement of quality service provision</p> <p>Is adaptable to change/embraces and welcomes change</p> <p>Acts with pace and urgency being energetic, enthusiastic and decisive</p> <p>Has the ability to learn from experiences and challenges</p> <p>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</p> <p>Open, honest and an active listener</p> |   |
| <i>Experience</i>           | <p>Experience of working in an educational context and/or with young people</p> <p>Several years' experience of working in a financial/accountancy environment</p> <p>An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children</p>   | <p>Experience of working in a senior strategic finance role</p> <p>Experience of working within a school finance team</p> <p>Experience of working within a multi-academy Trust setting</p> |
| <i>Special Requirements</i> | <p>All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</p>   |   |