



PRINCIPAL: MR JOHN McPARLAND BD PGCE MA NPQH

## DIRECTOR OF FINANCE AND OPERATIONS

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Post:** Director of Finance and Operations

**Purpose:** To be responsible for the strategic management and leadership of Finance, Purchasing, Human Resources, Premises and IT and in this respect to take the lead in the development of appropriate policies and procedures and to advise on strategies for their implementation. To act as Company Secretary to the Academy and Nursery company.

**Responsible to:** The Principal

The person appointed to the post will be a member of the Academy Senior Leadership Team and responsible for the following functions:

- Finance and Administration
- Premises
- Human Resources
- Outsourced IT Contract
- Outsourced Catering Contract
- Outsourced Cleaning Contract



Millbank Road + Kingsnorth + Ashford + Kent TN23 3HG

**Tel:** +44(0)1233 623465

**Email:** [office@thejohnwallisacademy.org](mailto:office@thejohnwallisacademy.org)

The John Wallis Church of England Academy, Ashford, a charitable company limited by guarantee registered in England and Wales with company number 7006159, registered office address: Millbank Road, Kingsnorth, Ashford, Kent TN23 3HG.

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## Responsibilities:

This position will be responsible for the following functions:

### Finance:

- To advise the Principal and Governing Body on the development of the Academy's financial strategy to realise the Academy's educational objectives while ensuring short and long term financial viability.
- 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 on 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 budget and three year plan processes.
- To file all returns with the Department of Education on time.
- To manage the relationships with the Chair of the Finance and Audit Committee, Responsible Officer, auditors, bankers and the ESFA.
- Ensure compliance with the Academy Funding Agreement and the Academies Financial Handbook.
- Use the financial reports and benchmarking to identify areas of spending that need addressing.
- To prepare the year end accounts file for the auditors and draft the statutory accounts in accordance with the Companies Acts and SORP.
- To invest surplus funds in accordance with the investment policy.
- To ensure that income generation from the Sports Hall, and the letting of premises is maintained and developed and to source other funding and income opportunities including grants to support significant premises developments.

### 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.



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- 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 by the Principal, 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.
- To keep the Central Record up to date and complete at all times.

#### **Premises:**

- 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 act as the Academy's Fire Officer.
- To react promptly to all premises related issues.
- To support Academy events.
- To ensure that the Academy site has appropriate 24 hour security measures in place.
- To deal with the Academy's rates assessments.
- To maximise lettings income for the Academy's premises.

#### **IT:**

- 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.
- To supervise and monitor the services of the outsourced IT provider.



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**Administration:**

- To ensure that Reception is professionally manned at all open times.
- To offer an efficient reprographics service to the Academy staff.
- To correctly operate the administration of trips and act as the Educational Visits Co-ordinator (EVC)
- To be responsible for the Academy uniform supply and distribution.
- To cost effectively manage all Academy purchases within the purchasing policy.
- To undertake all other regular and ad hoc administration tasks that it is appropriate for the Finance and Administration Department to be responsible for.

**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 take the lead on Data Protection to ensure compliance with statutory obligations.
- To ensure that staff receive regular data protection training every three years.

**Company Secretary:**

- To act as Company Secretary to the Academy company and the Nursery company, ensuring that all Companies Act and Companies House requirements are met on time.

**Qualifications:**

This position requires a qualified accountant who is technically up to date, or able to quickly become technically up to date with the current accounting standards that apply to Academies and the Charities SORP.

The successful applicant will not necessarily know all of the answers to the accounting, taxation and legal issues that arise, but will need to know how to efficiently use the resources and assistance available in order to find out the answers.



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## Person Specification

	Essential	Desirable	Evidence
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• educated to degree level or equivalent</li> <li>• professional accounting qualification, preferably CIMA or ACCA.</li> <li>• evidence of recent and relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• significant HR experience</li> <li>• professional procurement qualification</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• a proven track record of successful middle or senior management experience in a financial and operational context including elements of Human Resources management</li> <li>• successful leadership of teams of staff over a range of disciplines</li> <li>• experience of contributing to the strategic development and direction of an organisation</li> <li>• experience of leading on and contributing to policy design and review</li> </ul>	<ul style="list-style-type: none"> <li>• significant financial and operational management in Education Finance</li> <li>• experience of successfully initiating, implementing and monitoring major capital projects within budgets and timescales</li> </ul>	



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In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas:

	Strengths	Evidence
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• ability to respond flexibly and positively to new and changing contexts and to manage change successfully</li> <li>• ability to lead on operational detail while maintaining a clear strategic vision and direction</li> <li>• solution focused and able to exercise sound judgement</li> <li>• ability to analyse, interpret and make effective use of a wide range of data</li> <li>• strong literacy, numeracy and IT skills</li> <li>• strong project management and planning skills</li> <li>• ability to develop positive relationships and to lead, motivate, develop and inspire trust in colleagues</li> <li>• ability to communicate clearly and concisely, both verbally and in writing</li> <li>• ability to represent and promote the Academy, its values, performance and objectives to a wide range of audiences</li> </ul>	Letter of application/ References/ Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• a comprehensive knowledge of teaching and learning and/or student support functions, including</li> <li>• a thorough understanding of the Ofsted Inspection Framework.</li> <li>• a sound and detailed understanding of current and potential issues in education including the post 16 sector</li> <li>• a sound working knowledge of financial and accounting matters</li> <li>• an understanding of Human Resources legislation and best practice including safeguarding requirements</li> <li>• an understanding of audit and risk management processes</li> <li>• a broad understanding of premises management and health and safety requirements</li> </ul>	
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• well organised, able to prioritise and delegate effectively and to develop contingencies to cope with the unforeseen</li> </ul>	



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<b>Disposition and approach</b>	<ul style="list-style-type: none"> <li>• honest and open with a positive and approachable manner and a can do attitude</li> <li>• emotionally resilient with drive and determination</li> <li>• reflective, self-aware and emotionally intelligent</li> <li>• professional and personal integrity</li> <li>• commitment to collaborative working while also being able to act with decisiveness and give direction when needed</li> <li>• commitment to achieving the highest standards in all aspects of pupils' and students' educational experience at the Academy</li> <li>• empathy with pupils and students, their aspirations and the personal challenges facing them</li> <li>• commitment to equality and the celebration of diversity</li> <li>• commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Focus on quality</b>	<ul style="list-style-type: none"> <li>• commitment to high standards of work and accuracy, with strong attention to detail</li> <li>• commitment to the ethos and values of the Academy</li> <li>• commitment to achieve quality and value for money in all aspects of the Academy's work</li> <li>• commitment to continuous improvement and willingness to attend appropriate training and development events</li> </ul>	

### Guidance on Conditions of Service:

#### Remuneration and terms of employment

The salary, a competitive salary dependent on experience, will reflect the responsibilities of the position and the knowledge and experience of the successful candidate.

The salary will be reviewed annually in the autumn term.

#### Contract

The contract will be issued to the successful candidate once all necessary checks in connection with employment are completed. There will be a period of probationary service of six months during which time suitability for the position will be assessed.

#### Start Date

This timescale will be discussed at interview.



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### Hours of Work

There are no set hours of work; in common with other senior post holders, Director of Finance and Operations is expected to work such hours as are reasonable and required to discharge the responsibilities and duties of the post subject to a minimum of 37 hours per week. This will include some evening and weekend working when necessary.

### Holiday Entitlement

The annual allowance is 30 days' holiday plus all bank and public holidays that are normally observed in England and Wales. Three days from the annual entitlement will be allocated to cover the period when the Academy is closed at Christmas. Whilst it is not a pre-requisite of the post, it would be preferable for holiday to be taken during the Academy holiday time and holidays will be agreed with the Principal.

### Pension

The post-holder will automatically join the Local Government Pension Scheme and will receive information about the scheme with their offer of employment letter.

### Payment of Salaries

Salaries are paid by credit transfer to a nominated account on the 25<sup>th</sup> day of each month. The December salary is normally paid in advance of the month end just before Christmas.

### Sickness and Maternity Leave

The Academy operates nationally-agreed sickness and maternity leave and pay schemes.

### Appraisal and Professional Development

The post-holder will be appraised annually including a review of performance against specific objectives agreed with the Principal. The Academy recognises the importance of providing professional development opportunities for all staff and support will be available to meet agreed training and development needs consistent with the Academy's mission and strategic objectives. Training needs are normally discussed and agreed during the annual appraisal.

### Confidentiality

The post-holder will act in the best interests of the Academy and will not disclose confidential knowledge about the Academy at any time (except in the proper performance of her/his duties) nor at any time (without limit) after the termination of employment.

### Exclusivity of Service

The post-holder will devote her or his whole time to the work of the Academy, although the written consent of the Governing Body may be obtained for the undertaking of additional employment that is considered to be of benefit to both the Academy and to the post-holder.



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## Work Life Balance

The Academy values the contribution made by its employees and recognises the benefits of fostering a working environment in which employees can fulfil their responsibilities and aspirations in and outside work.

## Notice Period

Three months.

## How to apply and selection procedure:

### Application

Please complete the application form on the Academy's website and submit, together with your curriculum vitae and a supporting statement of not more than two A4 pages demonstrating your ability to fulfil the job description(s) and meet the person specification, to [hr@thejohnwallisacademy.org](mailto:hr@thejohnwallisacademy.org).

The selection process will be undertaken by a Selection Panel, appointed by the Chair of Governors.

### Additional information

Please note that the offer of the post will be subject to satisfactory pre-employment checks including Disclosure and Barring Service enhanced background check and references.

References, which will be requested for shortlisted candidates, will be made available to the Selection Panel before the interviews. Please include details of two professional referees with whom we could make contact, one of whom must be your current or most recent employer.



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