

**Hadlow Rural Community School**

**Job Description**

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| **Post Title:** | **Chief Financial Officer and Business Manager** |

**Areas of Responsibility and Key Tasks:**

**Financial management**

1. Ensure compliance with the Academies Financial Handbook.
2. Provide high quality financial advice and guidance to the Head teacher, Trustees, and budget holders of the school.
3. Maintain and monitor the budgets and present regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with the Academy Trust financial regulations.
4. Preparation and implementation of financial forecasts, business plans, reports and returns, etc, to ensure the strategic development of the Academy Trust, and long term sustainability of the budget.
5. Update and maintain the Academy Trust’s financial procedures and standing orders, ensuring staff comply with them and that they are compliant with the Trust’s own policies and procedures.
6. Conduct reviews and evaluations of cost reduction opportunities and regularly monitor the Academy Trust’s contracts and SLAs to ensure value for money is achieved.
7. Responsible for ensuring that the finance systems reflect the latest accurate position and for month-end close and finalisation of management accounting reports in a timely and accurate manner.
8. Responsible for control account reconciliations, funding analysis and reconciliations, monthly budget monitoring, debtors and credit control.
9. Oversee the Academy Trust’s procurement processes and procedures ensuring best value is achieved in all purchasing activity.
10. Development of external relationships with appropriate contacts including auditors, solicitors, bankers, the Education and Skills Funding Agency and statutory organisations such as HMRC.

**Financial accounting and reporting**

1. Production of the annual financial statements, prepare audit files and liaise with external auditors.
2. Ensure all statutory returns required by the Education and Skills Funding Agency are completed and submitted within agreed deadlines.
3. Produce accurate financial reports to tight deadlines, including the management accounts.
4. Ensure the Academy Trust remains compliant with VAT requirements, including managing the Academy Trust’s VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines.
5. Implement month end procedures and contribute to their on-going development.
6. Ensure that monthly payroll journals are processed in line with month end procedures.
7. Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts.
8. Maintain the Academy Trust’s fixed asset register, including additions, disposals, transfers and depreciation charges.
9. Working in conjunction with the Head teacher, maintain and develop the reporting and analysis of integrated curriculum financial planning
10. Preparation and submission of returns to the relevant agencies
11. Oversee the work of the financial assistant, providing training when required.

**Treasury management**

1. Ensure that the Academy Trust has a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place.
2. Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust.

**Audit & Compliance**

1. Manage the internal audit contract and all work undertaken in financial areas.
2. Co-ordinate the external audit team, ensuring that all work is undertaken in order to meet Governance and statutory requirements.
3. Ensure robust financial and human resource controls are in place across the Academy Trust.
4. Ensure the Academy Trust processes and procedures are compliant with current legislation

**Human Resources**

1. Work closely with payroll provider regarding the payroll function and hence provide an efficient and effective payroll service. Complete robust checks of the payroll to ensure the payroll provider has calculated the payments and deductions correctly.
2. Human Resources management ensuring regulatory and legal compliance.
3. Managing, supporting and developing staff to ensure delivery of the school’s strategic priorities.
4. Support the leadership team in planning and designing the school staffing structure, supporting workforce planning and Performance Management processes for colleagues.

**Marketing**

1. Ensure the development of a marketing and communication strategy which promotes the school/trust and defines the brand, aims and goals.
2. Develop pupil recruitment, stakeholder engagement via appropriate communication channels and maximise income generation.
3. Brand Management
4. Communications and promotions

**Commercial Activities**

1. Commercial activities will represent an important part of the Academy Trust’s future budget planning. The trust currently operates a non-profit bus service and occasionally hires out the school facilities, which include, sports hall, meeting rooms, dining hall and kitchens.
2. Responsible for developing the letting business and substantially increase the revenue.
3. Submit business plans to the Head teacher and trustees.
4. Oversee the operation of the commercial businesses and provide financial reports
5. Explore, identify and exploit opportunities to develop income for the Trust

**Leadership and Management**

1. Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Head teacher and trustees.
2. Actively promote the Academy Trust and its services, and take a leading role where necessary and appropriate.
3. Supervise and manage the finance assistant, including the management of their training, development and performance in line with the Academy Trust’s Performance Management Policy.
4. Support Office Managers and other staff within the Trust to undertake financial and administrative tasks in line with Trust policies and procedures.
5. Carry out other reasonable tasks as directed by the Head teacher and trustees.

**Safeguarding, Equality & Diversity and Health & Safety**

1. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
2. To carry out your duties with full regard to the Academy Trust’s Equality Policy and Race Equality Scheme.
3. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**Equal Opportunities Statement:**

Hadlow Rural Community School has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The School's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the School's Equal Opportunities Policy.

Hadlow Rural Community School is committed to the safeguarding and protection of children. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

*The post-holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the school*

*Job Descriptions should be reviewed and updated during line management meetings to ensure that they are an accurate representation of the post.*

Signed…………………………………………………. ………………………………………….

Date…………………………………………………………………………………………………

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher

**Person Specification** 

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| **Post Title:** | **Chief Financial Officer and Business Manager** |

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| **Qualifications** | **Essential** | **Desirable** |
| A relevant professional qualification in finance including eg CIPFA, CIMA, CSBM, DSBM. |  | √ |
| A degree and/or professional qualification relevant to the post and/or equivalent learning through professional experience | √ |  |
| Membership of relevant professional body |  | √ |
| Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite. | √ |  |
| **Experience** |  |  |
| Experience of working within a school environment |  | √ |
| Experience of financial and budget management including month/year end reporting, HR, payroll and pensions. | √ |  |
| Experience of managing accounts and of developing and maintaining strong financial controls. | √ |  |
| Experience of working alongside people as part of a team |  | √ |
| An understanding that the needs and safety of the children and staff are of prime concern | √ |  |
| Work effectively both independently and as part of a team | √ |  |
| **Skills and Knowledge** |  |  |
| Financial reporting and management skills, and understanding of working with different stakeholders to develop strong financial understanding and empathy across an organisation |  | √ |
| High ethical standards and influencing skills with the ability to engage effectively with all staff across the school and with the governing body | √ |  |
| Entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income | √ |  |
| Excellent analytical skills and sound judgment | √ |  |
| Excellent communication and presentational skills | √ |  |
| Good knowledge of the funding, regulatory and legislative environment of academies |  | √ |
| Good organisational skills | √ |  |
| Ability to prioritise, plan, schedule and meet deadlines and evaluate work | √ |  |
| Ability to be proactive and work on own initiative and manage own workload, within a budget | √ |  |
| Ability to manage a small team |  | √ |
| Commitment to the security and wellbeing of the school | √ |  |
| A willingness to undertake as necessary training in all aspects of the job including health and safety | √ |  |
| An understanding of committee and meetings procedures |  | √ |
| **Personal Qualities** |  |  |
| Confidence and enthusiasm | √ |  |
| Ability to work under own initiative | √ |  |
| Ability to work as a member of a team | √ |  |
| Suitable to work with children, Young People and Vulnerable Adults. | √ |  |
| An understanding of equality and diversity and a commitment to promoting them throughout the school |  | √ |
| An understanding of safeguarding and its importance within a school environment |  | √ |