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## **Job Description for Head of Finance (Trust Director of Finance)**

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**Responsible to:** Chief Finance Officer (CFO)

**Based at:** Trust HQ, Normanton

**Paid on:** L9 of the NCLT Leadership scale (£70,149\* Full Time Equivalent) \*Pay award pending

**Responsible for:** Trust Finance Managers

### **OVERALL PURPOSE OF THE POST**

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- Provide high quality financial leadership and management across the Trust and its academies to ensure efficient and effective deployment of resources across the Trust.
- Support the CFO in the strategic financial development of the Trust.
- Be an active member of the Trust Senior Leadership team.

*N.B. Internally this post will be referred to as 'Trust Director of Finance' but is being advertised as 'Head of Finance' as this more closely represents the level and responsibilities within the finance sector.*

### **MAIN DUTIES**

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#### **Financial management and control**

- Management of the budget and forecasting process working with the CFO and other Trust leaders including the delegation of annual budgets to budget holders. Continual review of accuracy with a view to provide improvement and understand key drivers and impact.
- Work closely with the Principals/Headteachers to plan and maintain appropriate staffing budgets for the Trust and its individual academies.
- Work with the CFO and College/Academy within the Trust to prepare and monitor individual budgets in line with development plans and the Trust's strategic objectives
- Provide accurate and timely information for the CFO, CEO and Trustees and other Trust leaders to enable effective budgetary control.
- Develop, implement, and monitor the Trust's financial policies and procedures on in accordance with the Academies Financial Handbook, enabling robust financial management.
- Develop and maintain effective internal control procedures for the Trust and its academies, and make recommendations for improvement.
- Follow up and address any recommendations resulting from internal audits.
- Manage the external audit process for the Trust and its academies, and follow up on any recommendations resulting from audits.
- Manage the Trust's tax and National Insurance arrangements, including HMRC compliance and ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for.
- Monitor and manage the Trust cash flow to ensure sufficient funds are available for day to day running and payments are made within appropriate timescales.
- Preparation of regular and timely cashflow forecasts to support the management of the Trust's cash position, including overseeing bank or other deposits to ensure returns from cash assets are maximised

- Develop processes for the management of Trust assets, ensuring the Trust asset register is maintained and up to date.
- Support the development of a three-year integrated curriculum and financial plan considering the Department for Education and other relevant guidelines, budget trends and local pupil demographics. Monitor and embed into management reporting and budgeting processes.

### **Reporting and compliance**

- Preparation and submission of the Trust's financial returns and reports, including but not limited to the Trust annual report and accounts, Academies Annual Return (AAR), Budget Forecast Return (BFR) and monthly management accounts in accordance with the Academy's Financial Handbook, ESFA guidelines, Companies House, and all statutory requirements, ensuring all deadlines are met.
- Provide insightful data and concise commentary to financial performance including variance analysis and appropriate benchmarking.
- Manage grant income and ensure any returns are made on time and funds are allocated correctly and where relevant, audited.
- Monitor developments to legislation around payroll, pensions, and benefits, working closely with Human Resources team to implement changes and adapting processes as required.
- Provide appropriate and timely reports to the CFO, CEO and Trustees and other Trust leaders to support effective leadership and governance.
- Provide oversight on all matters concerning statutory reporting, compliance, pensions, and taxations.

### **Leadership and governance**

- Management of the Trust's financial systems ensuring they are utilised to improve efficiency, improve data accessibility, automate processes, embed financial control and to provide insight to users.
- Lead the development of the Trust's finance systems and processes across all NCLT colleges and schools.
- Manage the centralised finance team taking responsibility for their professional development, and ensuring best practice is always observed.
- Responsible for the delivery and development of the Trust's central finance services, ensuring these are fit for purpose and provide a high-quality service to the Trust and individual colleges/academies, helping the Trust achieve continuous improvement. Centralised finance support service to the Trust and its Academies is not limited to, but includes:
  - Accounts payable/purchase ledger
  - Payroll
  - Accounts receivable/sales ledger
  - Cash/income management related to students (for example bursary, parent contributions, catering)
  - Financial and management accounts
  - Business partnering support
- Work with the Human Resources team to support the effective delivery of payroll services for the Trust and its academies.
- Monitoring Trust and academy financial arrangements, ensuring the provision of value for money and researching opportunities for efficiency savings and identifying new sources of income.
- Attend Audit and Risk, Finance, and other governance meetings, as appropriate, to report, advise and action recommendations in relation to the organisation's financial performance.
- Champion financial awareness and financial probity, regularity, and value for money. Ensure all those charged with financial responsibilities have appropriate access to information and finance training and support on a timely basis.

### **General**

- Be committed to the safeguarding and welfare of children and young people.

- As a senior member of the team there is an expectation to take an active part in the life of the Trust e.g. attendance at events.
- The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. There will be occasions where, through negotiation, the working day may need to be extended or evening meetings may need to be attended.
- To always observe confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 3 Months.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Head of Finance (Trust Director of Finance)

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of senior management in a financial environment, including direction and co-ordination of staff and resources.</li> <li>• Preparation of management and year-end statutory accounts according to regulations.</li> <li>• Experience in using computerised accounting systems.</li> <li>• Formulating and maintaining financial procedures, and associated documentation.</li> <li>• Experiencing of leading budgeting and forecasting processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within the education sector.</li> <li>• System implementation/ project implementation experience.</li> <li>• Familiar with ESFA regulations, FRS102 and Charities SORP.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• An enhanced/ further relevant professional financial qualification e.g. CIMA, ACCA, CIPFA, ICAEW.</li> <li>• Good standard of Maths (minimum GCSE Grade C or equivalent).</li> <li>• Excellent Microsoft Excel and Work Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• Evidence of relevant continuous professional development.</li> <li>• Membership of relevant professional body.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to line manage and hold to account the finance team.</li> <li>• Customer service/care approach to work.</li> <li>• Attention to detail/accuracy.</li> <li>• Excellent problem-solving skills and determination to overcome obstacles and be resilient in the face of change.</li> <li>• Ability to handle change in support of the senior team's objectives and the three-year strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of Sage financial system or similar.</li> <li>• Experience of budgeting software e.g. IMP or similar.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ambitious for self and organisational growth.</li> <li>• Ability and experience of working to deadlines.</li> <li>• Ability to communicate with staff and students at all levels.</li> <li>• Ability to effectively direct a team and also to work using your own initiative.</li> <li>• Willingness to work flexibly and adjust hours accordingly to the needs of the Trust.</li> <li>• Excellent personal and organisational skills.</li> <li>• Demonstrable evidence of openness to innovation and ideas.</li> </ul>	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• Enthusiasm and commitment for the post.</li><li>• Evidence of ability to adapt well to changing circumstances.</li><li>• Excellent interpersonal skills.</li><li>• An interest in working in the education sector.</li><li>• Flexible approach to work and a willingness to undertake a variety of tasks.</li><li>• Commitment to continuous professional development and willingness to learn from experience and practice.</li><li>• Commitment to equal opportunities and safeguarding.</li><li>• Commitment to process continuous improvement.</li><li>• Commitment and desire to review the current financial strategies and procedures and to propose changes if required.</li></ul>	
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