



## **JOB DESCRIPTION**

**Job Title: DIRECTOR OF FINANCE**

**Grade 6: £49,498 - £61,269**

**Responsible to: Chief Operating Officer**

**Job Purpose:** The overall purpose of this post is to provide professional management and leadership of financial services for the Multi Academy (MAC)

You will be accountable for assisting in the provision of the consolidated financial reporting to enable the SJPIIMA Board of Directors to achieve its aims and objectives through the effective and efficient management of its financial resources. This will include promoting best practice and ensuring compliance with the financial processes and procedures set out in the policies of SJPII and Academies Financial Handbook.

The Finance Manager will oversee the financial management by Local Governing Bodies (LGBs) in each Academy, prepare the school and SJPIIMA level reports on the financial position to the Board of Directors. This will include promoting a culture of continuous improvement within all Finance processes and transactions, to promote shared learning and good practice across all the schools. This may include providing bespoke training to SJPIIMA finance administrators and others.

### **Roles and Responsibilities**

- The Finance Manager will have a key role in the financial management of SJPIIMA and will have effective responsibility alongside the COO for the following:
  - Financial statements
  - Management accounts
    - a) Monthly accruals and prepayment journals
    - b) Payroll journals and payroll control accounts
    - c) Monthly bank reconciliation
  - Financial compliance
  - Budget preparation
    - a) Monthly reporting of budget variances
    - b) Month end closure procedures
  - Financial reporting
  - Audit services
  - Financial systems and processes
  - Other areas of work commensurate with the purpose of the post.

- The SJPIIMA are looking to recruit an experienced Finance Manager who will bring enthusiasm and drive to lead the development and consolidation of SJPIIMA financial operations through the next exciting stage of our growth.
- Working with the Chief Operating Officer, the post holder will lead on Trust Finance matters; including preparing an annual budget for the Board of Directors and managing day to day operational spend. The post holder will provide specific expertise in long-term financial management ensuring that all requirements of the Department for Education (DfE) and Education Skills Funding Agency (ESFA) are met.
- As part of this role the post holder will work closely with the Headteachers / Principals within the MAC to ensure compliance with financial procedures, including the purchasing of services, the preparation and monitoring of individual Academy budgets and ensuring that Academies comply with their statutory obligations.
- The post holder will be responsible for directing the work of finance related staff within the MAC

### **Principal Accountabilities:**

#### **Financial Management:**

- Ensure the MAC has appropriate financial systems in place and is managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, EFA, Companies House and the Charity Commission.
- Assist in the preparation of the year end statutory accounts and the audit file for the year end audit of the MAC accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE and HRMC guidelines.
- Devise appropriate accounting procedures to control, monitor and disburse each Academy's budget, including routine financial arrangements.
- Work with finance Admin to ensure the production of monthly/ quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the MAT
- Develop and update the computer-based financial and management accounting systems for the MAC and each school.
- Ensure regular banking/accounting of all monies.
- Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases.
- Ensure timely and effective financial information for Trustees and provide general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy.
- Research and bid for additional funding to DfE and others, for the MAT and in support of individual Academies and assist with the financial monitoring of projects as they are agreed.
- To prepare and submit the necessary documentation for the recovery of VAT.
- To undertake a credit control function thus ensuring that the payment of outstanding sums are received as swiftly as possible.
- Maintain and develop Fixed Assets register for insurance and depreciation
- Work with the Head of HR on payroll validation.

#### **Audit Services:**

- Liaise with auditors and facilitate all audit arrangements
- Ensure all EOY adjustments and OBJ are undertaken in a timely manner
- Implement audit requirements, as they affect all financial activities in the MAC.
- Provide an outward facing RO service

#### **Contract Management:**

- Manage the effective purchasing and procurement of services for the MAC, and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, all to be procured in line with DfE guidance with a view to cost effectiveness and value for money.
- Develop and maintain a contracts register
- In consultation with other key SJPIIMA staff develop work specifications and manage all service contracts, commissions and service level agreements with third parties/private providers, ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all times.

#### **Business Planning:**

- Contribute to the development and reviews of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the MAC.
- To manage special projects as required.

#### **General responsibilities**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To participate in the operation of the MAC Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

#### **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the MAC policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

#### **People**

- Overall responsibility for all employees within the MAC. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

#### **Staffing**

- Direct responsibilities for the MAC Finance officers

## **Financial**

- Responsibility for the financial management of the Academy, including identifying financial risks such as cash not secured, potential theft or impropriety
- Ensure adherence to Academies Financial Handbook and the scheme of delegation

## **Physical Resources**

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

## **Special Conditions of Employment**

### Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with JPIIMAC Disciplinary Procedure.

### Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the JPIIMAC Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity

- John Paul II Multi Academy is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the MAC to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### Training and Development

- The MAC has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the MAC they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### Finance Manager - Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy financial management role, or in a similar position working alongside schools e.g. LA or independent education sector or a qualified accountant.</li> <li>• Educated to A level or equivalent</li> <li>• Experience of managing large and complex budgets;</li> <li>• Experience of producing and presenting complex management accounts.</li> <li>• Experience of successful bid writing or fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy financial management role and managing school budgets</li> <li>• Qualified or part qualified ACA, CIPFA, AAT level4 or above ACCA or equivalent</li> <li>• Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese</li> <li>• Experience of developing school or academies financial systems</li> <li>• Knowledge of Academy financial rules and regulations</li> <li>• Knowledge of Charities SORP</li> <li>• Knowledge of PAYE and VAT regulations</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent financial management and financial planning skills.</li> <li>• Ability to introduce and maintain effective and robust financial systems</li> <li>• Outstanding communication skills; ability to communicate effectively at CEO, Headteacher, senior staff and Trustees level and to liaise effectively with internal and external auditors, as well as Government agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interrogate school performance data and finances accurately and identify next steps for progress</li> <li>• Good negotiation skills</li> <li>• Ability to successfully manage initiatives for change</li> <li>• Experience of advanced Excel skill including the use of pivot tables and macros.</li> <li>• Receptive to new ideas and able to generate them</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice</li> <li>● Commercial awareness and ability to achieve value for money</li> <li>● Competent and confident in using Microsoft Office</li> <li>● Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines</li> <li>● Ability to work independently to tackle problems creatively and to think laterally.</li> <li>● Self-motivated and a good time manager.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of using educational finance packages.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>● Motivation to work with children &amp; young people / in an educational setting</li> <li>● Excellent numerical and verbal skills, understanding and application</li> <li>● A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed</li> <li>● Must be proactive not reactive</li> <li>● Driving licence and use of own car</li> <li>● Ability to attend evening meetings as required.</li> <li>● Commitment to and belief in equality of opportunity for all</li> <li>● Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points.</li> </ul>	<ul style="list-style-type: none"> <li>● Sense of humour and fun</li> <li>● Ability to cope resiliently with the responsibilities and demands of the post</li> </ul>