



Trust Leadership Job Description and Person Specification SUPPORT SERVICES

TITLE:	TRUST DIRECTOR OF FINANCE
Working arrangements:	Full time / year round
Location:	Trust central offices – required to attend at other locations within the Trust and beyond as necessary.
Pay range / point:	Trust Leadership pay scale range L10-L16
Responsible to:	Trust CEO
Date:	June 2017
Post holder:	

INTRODUCTION

All members of the Samuel Ward Academy Trust (“the Trust”) Leadership Team are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, by:

- Modelling the Core Values of the Trust at all times;
- Working with schools’ leadership teams and individuals across the Trust to put systems and structure in place to facilitate and promote successful outcomes for students;
- Provision of training, coaching and other support as necessary to enable groups and individual staff colleagues to develop appropriate skills.

JOB PURPOSE

The overall purpose of this post is to provide advice to the Trust Boards’ directors and leadership in all financial matters, working in close collaboration with Trust Executive Leadership colleagues to provide a comprehensive support service which will promote and underpin the Trust’s teaching and learning objectives.

The Director of Finance will be the Principal Accounting Officer for the Trust, ensuring good financial governance in line with DfE and other statutory and Trust requirements.

KEY TASKS AND RESPONSIBILITIES

Financial Management

1. Take responsibility and be available as the main point of contact on finance matters with the EFA and provider of financial and commercial advice to the Board.



2. Ensure that good financial governance operates in line with the requirements of the DfE and the Trust – in particular regularity, propriety and the achievement of good value for money.
3. Take overall responsibility for accounting policies, financial regulations and ensuring that financial systems operate with sound financial controls
4. Co-ordinate and complete annual reports and accounts for the Trust in accordance with EFA guidance.
5. Develop long term financial plans for the Trust to ensure financial viability and to support and sustain further growth.
6. Lead and co-ordinate the annual budget setting processes for all Trust schools.
7. Monitoring the financial performance of each school within the Trust.
8. Lead on the financial due diligence process for schools aspiring to join the Trust.
9. Take overall responsibility for the central Finance team's work with all Trust schools to ensure that plans and actions are agreed where significant variations from financial plans and budgets arise.
10. Consolidate the work of the Trust's central Finance team to produce regular reports to the Boards of the financial position for each school and the overall financial position of the Trust.
11. Report to the Board on cash flow and agree suitable treasury management / investment approaches.
12. Liaise with external auditors to ensure that agreed audit recommendations are implemented.
13. Ensure that the central Trust and individual schools have adequate and effective insurance policies in place and that claims are being dealt with in a timely manner.
14. Manage of the Trust's HR transaction / Payroll / Pensions provider contract.

Line Management

1. Take overall Line management responsibility for the Trust's central Finance team including;
 - Performance Management and CPD of the Trust's Finance Manager
 - Regular review / update of job descriptions
 - Participation in recruitment / selection processes
 - Induction training
 - Day to day supervision and mentoring

Business Development

1. Work with the CEO and Trust Executive Leadership colleagues to develop and implement plans for the growth of the Trust.



2. Promote the benefits of joining the Trust to schools in target areas.
3. Work in close collaboration with the Director of Operations to provide a co-ordinated and comprehensive Finance and Operations service.

Safeguarding

1. Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.
2. The Director of Finance, under the guidance of the CEO, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

General

1. Actively contribute to and promote the overall ethos and values of the Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the Trust within local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the CEO which fall within the scope of the post.

PERSON SPECIFICATION

TITLE: TRUST DIRECTOR OF FINANCE

PAY RANGE / POINT: TRUST LEADERSHIP PAY SCALE L10-L16

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Degree level education or equivalent</p> <p>Recognised accountancy qualification</p> <p>Knowledge of academy finance, policy and practice</p>	<p>Certificate of School Business Management</p>
EXPERIENCE AND KNOWLEDGE	<p>Substantial experience in financial management</p> <p>Proven experience in successfully leading a team</p> <p>Knowledge of company and charities law</p>	<p>Experience of financial management in a multi-Academy Trust</p>
KEY SKILLS AND ATTRIBUTES	<p>Proven ability to learn about new sectors and apply relevant knowledge to achieve results</p> <p>An understanding of strategic leadership in schools</p> <p>Knowledge of academy accounting practices</p> <p>Ability to analyse complex financial data</p> <p>Excellent IT skills, including Excel and Word</p> <p>Ability to make effective presentations to the Board and central Executive Leadership team</p>	

	<p>Ability to use PSF and related software</p> <p>Ability to prepare strategic budgets</p> <p>Ability to file accurate returns to Companies House</p>	
OTHER QUALITIES	<p>Ability to explain complex financial matters to non-finance experts, in terms which can be easily understood.</p> <p>Confident in providing challenge and counsel in the face of a rapidly changing environment.</p> <p>Personal enthusiasm combined with high levels of integrity and professionalism</p> <p>A clear set of moral values which fits with those of the Trust</p> <p>Excellent verbal and non-verbal communications skills</p> <p>Committed to abiding by and promoting the values of the Trust, including Equal Opportunities, Child Protection and Safeguarding.</p>	