

**Wellington College Academy Trust**

**Job Description**

**Job Title:** Director of Finance and Operations

**Accountable to:** Executive Headteacher, Trust Board and its delegated Finance, Audit and Risk Committee

**Main Job Purposes:**

The Finance and Operations Director will lead and manage the business aspects of Wellington College Academy Trust. The post holder will provide high quality leadership and management of the Academies business function, contributing to the preparation, implementation and review of the Trust Improvement and growth plans. The Finance and Operations Director will provide strategic and operational leadership in all aspects of business activities within the Central Services team providing services to each of the Trust’s Academies and be accountable for the operation, maintenance and development of systems, processes and procedures relating to,: finance, administration, HR, premises, IT, catering provision and business development.

**Responsible for:**

**Financial**

* Provide strategic leadership and management of the Trust’s finances, advising the Trust Board, Senior Leaders and relevant committees on all financial matters including compliance with the Academies Financial Handbook
* Take overall responsibility for the annual budget; take the lead role in developing, setting and monitoring the annual budget
* Advise the Trust on financial strategy which supports and develops the educational aims, ethos and growth strategy of the multi academy trust
* Ensure the Trust has a robust cash management strategy in place and that regular monitoring and forecasting of cash balances takes place
* Line manage the Finance Manager who will prepare ready for presentation financial reports to the Finance Committee focusing on future projections, benchmarking and value for money
* Monitor changes in relevant legislation and the regulatory environment and taking appropriate action
* Liaise with external regulators and advisers, such as lawyers and auditors
* Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements
* Ensure that Financial Standards are complied with in line with current legislation and ESFA requirements
* Develop robust financial management policies, processes and reporting systems that satisfy the audit requirements
* Preparation and submission of required returns to statutory bodies, i.e. ESFA, Charities Commission, HM Revenue and Customs
* Produce and present regular detailed financial reports on revenue and capital funds to The Trust Board and relevant committees
* Ensure that ‘Value for Money’ principles are applied to all appropriate purchasing decisions including service contracts
* Benchmark financial performance against other schools and multi academy trusts

**HR**

* Line Manage the Head of HR and provide leadership and management of HR issues relating to all staff, including Performance Management
* Oversee the payroll function for the Trust including ensuring all compliance tasks and reporting are undertaken, and payroll payments are made on a timely basis. Ensure the payroll costs are accurately reflected in the accounting system each month
* Ensure interviews take place with due regard for statutory safeguarding requirements and that appropriate records are maintained
* Ensure effective administration of relevant staff recruitment processes
* Oversee the processes for staff induction and probationary periods
* Ensure compliance with Trust policies that safeguard and protect students
* Work with the Board to ensure the Trust and its Academies within it fulfil all legal requirements

**Premises**

* Line manage the Premises Manager who acts as the Health and Safety Officer and Fire Officer, taking the lead to ensure that the school meets all Health and Safety requirements and that regular review and monitoring is in place
* Liaise with the Site team to develop, establish and manage effective procedures for estate management and maintenance, including an agreed disaster recovery and business continuity plan
* Have an overview of the management of the cleaning and caretaking arrangements
* Be responsible for all development proposals and for the management of all capital and major development projects

**Trust expansion and new academies project management**

* Support the project manager in the expansion of The Wellington Academy and building of the new primary academy - Due for September 2019 opening
* Coordinate key services and stakeholders required for the effective and timely delivery of the expansion and new primary academy
* Work with the Executive Headteacher and Project Manager to liaise with key contacts in the DfE, RSC, MoD and Wiltshire council to secure the funding agreement for the new primary academy and additional funding for TWA expansion
* Support with the development of future, trust, free school or expansion bids by creating efficient financial plans as well as fulfilling all the responsibilities above

**Other Responsibilities**

* Line manage the Business Development Manager and actively develop the lettings of premises to external organisations
* Manage the outsourced relationship for catering services across the Trust ensuring it is fit for purpose
* Line manage the IT Director to support in the embedding and maintaining of cutting edge and efficient IT and data management systems
* Work alongside the Executive Head teacher and SLTs to ensure the aspirational aims and objectives of the Trust are achieved
* Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools/Academies and promoting innovative initiatives
* Represent the Trust at meetings within or outside the Trust
* Undertake any other professional duties that are reasonably delegated by the Executive Headteacher

**Training and Development of Self and Others**

* Set personal targets and take responsibility for your own continuous professional development
* Be proactive in identifying training needs ensuring that they are appropriately met, and that other staff members are active in their own personal CPD
* Keep up to date with current educational developments and legislation affecting the Trust operations within your area of responsibility

**General Requirements**

All Trust staff are expected to:

* Work towards and support the Trust vision and the current Trust objectives outlined in the Trust Development Plan
* Support and contribute to the Trust’s responsibility for safeguarding students
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Work within the Trust’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents and colleagues
* Engage actively in the performance review process
* Adhere to policies as set out in the Governing Body Regulations and staff handbook
* Undertake other reasonable duties related to the job purpose required from time to time

This job description should be seen as enabling rather than restrictive and will be subject to regular review. All Trust staff are expected to uphold the Staff Charter.