**Head of Finance**

###### Main Purpose: To carry out financial processing and lead on the provision of financial management.

**Line Managed by: Principal**

**Line Manager for: Finance & Accounts Officer**

**Salary: £38,000 - £45,000 dependent on qualifications and experience**

**Hours: 40 hours per week (8.am to 5pm) although flexibility is required to attend after school meetings, such as Governors meetings.**

52 weeks per year

25 days holidays (28 after 5 years and 30 after 10 years)

**Strategic Responsibilities**

* Supporting the Principal with developing and maintaining a long term, strategic, financial plan, in line with the Academy priorities.
* Developing and maintaining cash flow projections in line with the strategic financial plan.
* The preparation, monitoring and reporting of budgets and associated expenditure.
* Producing a range of regular reports including monthly budget monitoring, forecasting reports and investment performance reports.
* Preparing the Academy’s Annual Report and Accounts
* Agreeing the audit plan with the statutory auditors and liaising with them on all aspects throughout.
* Monitoring, on a daily basis, the bank account balances and transferring monies as required.
* Ensuring that all statutory accounts, other statutory and charity returns, and other financial management accounts are prepared in accordance with timetables agreed in advance with the Principal and Trust Director of Finance.
* Ensuring compliance with all tax and charity rules.
* Ensuring the Principal and Vice Principal Business & Operations is provided with all financial information, reports and assistance necessary for the efficient and effective strategic financial management of the Academy.
* Ensuring that all financial transactions, relating to the Academy are promptly and accurately recorded.
* Ensuring that the Academy is prepared for and operates within any applicable legislation and significant developments that relate to its financial and associated operations, notifying the Bursar as applicable.
* Attending Governors’ Finance and Investment meetings and any other meetings as required by the Principal.
* Statutory Compliance
* Preparing VAT returns
* Preparing or ensuring all relevant returns are filed for both the Teachers Pensions Scheme and LGPS.

**Key Responsibilities:**

* Management of the finance function and overseeing the finance team
* Preparation of budgets, forecasts and cash flows
* Ongoing control of budgets with production of periodic reports to budget holders during financial year
* Maintenance of financial ledgers and accounting processes
* Month end General Ledger reconciliations
* Preparation of Monthly Management Reports including Consolidated P&L and Balance Sheet and detailed analytical commentary on the same, demonstrating a detailed business understanding
* Timely production of statutory and internal financial reports, together with audit schedules
* Effective control of cash by working capital management and accurate, timely forecasting
* Ensuring that appropriate systems and internal controls are implemented and maintained
* Hands on management of all aspects of the Accounts Receivables process, from raising of billing, managing direct debit, banking cheques/cash and liaising with parents directly on outstanding debts due in accordance with credit control policy.
* Hands on management of all aspects of the Accounts Payables process, including ensuring authorisation of Invoices prior to payment, management of payment cycles and control of monthly payment runs, limiting any and all ad hoc expenditures.
* Importing of invoices and posting of journals into Sage, together with general system maintenance
* Line management responsibility for Finance & Accounts Officer
* To provide support generally to the Principal and Vice Principal Business & Operations
* To provide line management performance management and professional development to finance team
* To remain informed and up to date around national initiatives (education and other relevant sectors) and good practice as it relates to financial strategies.

**General and Academy Responsibilities:**

* Contribute to and support the overall aims and ethos of the Academy
* Participate in training and other learning activities
* Participate in Performance Management and development as required by the Academy’s policies and procedures
* Participate actively and flexibly in a range of Academy activities
* Be aware that all Academy employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
* Understand and be committed to the Academy’s Health and Safety Policy and the Academy’s safety priorities and be aware of his / her contribution to such priorities
* Be aware of and comply with the health and safety legislation and other Academy requirements that are relevant to his / her post
* Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
* Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the job holder
* Be familiar with and promote the Equality and Diversity Policy
* Be familiar with Safeguarding requirements as outlined in the document *Guidance for safer working practice for adults who work with children and young people in educational settings* and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults

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| **NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder’s contract of employment.** |