

PAX CHRISTI CATHOLIC PARTNERSHIP

FINANCE DIRECTOR

JOB DESCRIPTION

Start date:	1 st September 2018 (Fixed Term Maternity Cover, up to 1 year)
Hours:	37 hours per week, although as a senior leader it is expected that hours may be in line with the day to day needs of the Trust
Holidays:	25 days annual leave, normally taken outside of term time
Responsible to:	The Chief Executive Officer (Accounting Officer)

Job Purpose

1. To develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest
2. To lead the promotion and delivery by Pax Christi Catholic Partnership of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively
3. Contributing to the effective management of Pax Christi, including strategy implementation, cross-organisational issues, integrated business and resource planning, risk management and performance management.
4. Contributing to the effective leadership of Pax Christi, maintaining focus on its purpose and vision through rigorous analysis and challenge.
5. To work in Partnership with the Trust's Senior Leadership Team, the Board of Directors and Local Governing Bodies in the leadership and management of Pax Christi.

Main Duties

1. To work under the direction of the CEO in all aspects of budgeting and financial management.
2. To develop and maintain the financial procedures and systems ensuring that all legal and governance requirements are satisfied.
3. To prepare the annual budgets and three year budget plan and provide advice to the Board of Directors, Local Governing Bodies and Senior Leadership Teams as appropriate. Establish a monitoring process that enables this to be delivered.

4. Act as lead professional advisor to the Board/Local Governing Body Finance, Premises and Staffing Committee.
5. Ensure the Year End Reports are prepared and liaise with external auditors as required.
6. Prepare all financial returns for the DFE, Companies House, Charities Commission, HM Customs and Excise, and other agencies within statutory deadlines.
7. Prepare Management Accounts for Governors and the Senior Leadership Team ensuring they are clear and able to be understood by a variety of finance and non-finance personnel.
8. Report to the Governing Body and the Senior Leadership Team on progress against agreed objectives and variances.
9. Manage the cash flow and report to the Governing Body on actual and forecasted cash flow.
10. Advise the Trust's Senior Leadership Team, Board of Directors and Local Governing Bodies on investment and financial policy, preparing appraisals for particular projects and developing a long term business plan or financial strategy for the future development of Pax Christi Catholic Partnership.
11. Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
12. Manage the accounting function effectively to agreed procedures, and ensure the Academy Financial Procedures and Scheme of Delegation are updated regularly but at least annually.
13. Ensure there is a comprehensive system of documentation to underpin all financial activities in the Trust to meet future audit requirement. Monitor all accounting procedures and resolve any problems and make appropriate adjustments for future practice.
14. Ensure all financial procedures satisfy the requirements of the Academy Financial Regulations and respond to any actions raised in external and internal audit reports.
15. Maintain a computerised system of accounts using appropriate software that meets the needs of Pax Christi.
16. Oversee ordering, processing and payment for all goods and services provided to the Trust.
17. Oversee reconciliation of all bank accounts on a fortnightly basis.
18. Ensure preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
19. Maintain and oversee all Pax Christi banking arrangements associated with finances.
20. Prepare monthly cash flow forecasts

21. Act as a bank signatory for Pax Christi and authorise expenditure up to limits as agreed by the Board/Local Governing Body as appropriate.
22. Implement and oversee a system for the administration of petty cash.
23. Manage all income received into Pax Christi in line with policy.
24. Ensure best value principles are adopted across the partnership.
25. Deal with Pax Christi's VAT liabilities, and provide advice on the financial implications of charitable trust status with respect to financial activities.
26. Make arrangements for insurance as required. Liaise with brokers / insurance companies regarding claims dealing with all correspondence and communications.
27. Ensure there is a suitable asset register system in place to protect the assets of Pax Christi.
28. Make arrangements for an effective payroll system for Pax Christi and ensure compliance with all relevant legislation. Reconcile the payroll effectively and monitor all transactions accurately.
29. Ensure reports and returns are made as necessary on payroll payments made, including PAYE, expense payments, National Insurance, pensions and any other relevant payments.
30. Deal with all HM Revenue and Customs queries.
31. Prepare monthly catering accounts and report to the Board/Local Governing Body in Finance meetings.
32. Liaise with other Academies within the Diocese, Northumberland and nationally to develop best practice across the all partnership schools.
33. Actively pursue own personal development and take full advantage of training provided.
34. Keep under review the training needs of other finance colleagues and ensure skills are kept up to date and are relevant to the activities undertaken.
35. Participate in new initiatives and future changes in service delivery improvements to support the Pax Christi objectives.
36. Undertake such other duties and tasks as requested by the Trust's Senior Leadership team to meet the needs of Pax Christi.
37. Actively promoting financial literacy throughout the Pax Christi Catholic Partnership.
38. Work in partnership with the Academy Business Manager to manage the budget implications of expansion and improvement plans.
39. Manage and review Service Contracts and Service Level Agreements on behalf of the MAT.

Finance Director - Person Specification

Specific skills, Experience and Knowledge	Essential	Desirable
A recognised CCAB accountancy qualification.	✓	
In depth knowledge of financial management, financial regulations and good financial practice	✓	
Experience of finance and budget management in a school setting.		✓
Good level of general education, preferably to degree level		✓
Strong analytical skills to interpret a range of legislation and regulations	✓	
Ability to effectively present complex written and verbal information to a variety of audiences (Governors, SLT, staff)	✓	
Excellent communication skills.	✓	
Excellent IT skills and past experience of using a finance system, excel etc.	✓	
Able to use PS Financials finance system		✓
Experience of working in the public sector, preferably education		✓
Able to promote and market Pax Christi Catholic Partnership		✓
Personal Qualities	Essential	Desirable
Support and promote the Catholic Christian values underpinning the Pax Christi Catholic Partnership.	✓	
Build strong working relationships with lead directors, governors, other senior managers, partners and stakeholders based on mutual trust and a clear understanding of roles and responsibilities.	✓	
To demonstrate the ability to work accurately with attention to detail	✓	
To be able to work on own initiative and organize own workload. To be able to prioritise effectively	✓	
Role model, energetic, determined, positive, robust and resilient leadership, able to inspire confidence and respect, and exemplify high standards of conduct and personal behaviour.	✓	
Demonstrate strong commitment to innovation and performance improvement.	✓	
Balance conflicting pressures and needs, including short and longer term	✓	

trade-offs.		
Willingness to develop professionally and attend courses as required	✓	
To have a good sense of humour	✓	
Support collective ownership of strategy, risks and delivery.	✓	
Comply with ethical standards and with the seven principles for the conduct of people in public life	✓	