

JOB DESCRIPTION

Job Title: Strategic Director of Finance & Corporate Services
Responsible to: Principal

Job Purpose:

To enable and facilitate the strategic actions designed by the Academy's leadership in order to improve educational outcomes for students. The post holder shall have the professional duties of a Vice Principal in accordance with the requirements of the Academy's vision and objectives. Wider responsibilities will include strategic direction and development, leading and managing staff and efficient and effective deployment of staff and resources in consultation with the Principal.

Principal Duties:

Responsible for the effective and efficient operational and strategic direction and the management and leadership of all aspects of Finance, HR, ICT, Payroll, Procurement, Site and Facilities Management, Administration, Student Support, Community, Marketing, Business Planning, Performance Reporting, Risk Management, H&S, Legal and Insurance.

To be responsible for delivering an efficient, effective, friendly and supportive Corporate Service in line with the Academy's needs.

Finance

- Providing specialist advice to the Academy's Governing Body including ensuring that financial and legal compliance is satisfied as well as general financial advice in relation to the operations of the Academy.
- Responsible for the Business and Budget Planning Process to prepare the Academy's 3 year budget plan for approval by the Governing Body.
- Production of annual statutory accounts in line with the Companies Act, Charity Act and other regulation.
- Responsible for managing financial inspections by internal audit, external audit and other bodies, including the initiation of financial audit arrangements on behalf of the Academy and taking action on any recommendations made.
- Monitoring, control and forecasting of income and expenditure ensuring that restricted or ring fenced funds are managed appropriately.
- Responsible for the academy's overall financial position, advising and taking action on any necessary remedial actions
- Clear and timely financial and other reporting to the Governing Body, Finance & Audit Committees, Executive Leadership Team and budget holders so that all may discharge their roles effectively from a position of secure financial awareness and understanding.
- Preparing and submitting all financial and other returns to the DfE and EFA e.g., Accounts Return, VFM Statements etc.
- Responsible for managing reserves, risk, contingency / disaster recovery and other planning Ensuring that financial regulations and policies and procedures of the Academy are observed and complied with.
- Responsible for the development and implementation of robust financial systems and processes which includes its on-going review and improvement.
- Responsible for financial policies, procedures and handbooks and ensuring adherence and compliance by Academy staff.
- Supporting and advising colleagues on the strategic direction, business and financial feasibility of projects and programmes arising.
- The planning, monitoring and control of capital expenditure on buildings and grounds, placing contracts, the appointment and monitoring of contractor services.

- Engaging and supporting non-financial budget holders in the management of their budgets, including provision of training.
- Responsible for cash flow management and banking.
- Responsible for the Academy's scheme of delegation and financial timetable
- Advising, preparing and claiming of bids and claims for funding
- Production and maintenance of the Academy's Fixed Asset and other Registers.
- Ensure that the appropriate controls are in place and checks made in relation to the Academy's monthly payroll.
- Lead contact with overall responsibility for employer pension matters, liaising with Pension Fund Managers and Actuaries on behalf of the Academy.
- Ensure any tax obligations are discharged correctly and effectively.
- Ensure the academy meets all its financial obligations.

Contracts and Procurement

- The management of tendering and contracting services including Catering, Cleaning, grounds maintenance, facilities management, ICT, HR, payroll, communications, insurance, audit and educational support services in line with regulations (i.e. OJEU) and in line with strategic deadlines
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the academy, which includes the performance management of contracts to ensure that services are delivered to a high quality that supports the operations and performance of the Academy, its students and staff.
- To take a proactive lead in ensuring that VFM is continuously received for all contracts entered into and that payments are timely.
- Working closely and collaborating with other Academies and connected organisations to make use of best practices and achieving value for money.
- To regularly review all contracts entered into on behalf of the Academy and to assist others in the negotiation of contracts not centrally procured.
- To review contracts and SLA's entered into are sound and robust.

Corporate Services

- Responsible for all core Corporate Service areas in facilitating, developing, managing and regularly reviewing all systems, processes, policies and procedures in relation to the HR, ICT, Premises, Community and other services.
- Ensuring that all Corporate Service areas are able to effectively support the needs of the academy, working to legislation and to best practice.
- Actively ensure that the academy operates within its legislative framework and complies with policies, procedures and other practices, as set by the academy.
- Responsible for the production, maintenance and review of the Academy's risk register and taking lead responsibility in ensuring that action is taken to address high risk identified where needed.
- The oversight management and maintenance of all Academy premises and facilities including ensuring that security and H&S requirements are fully met and complied with.
- Ensure that the academy's premises and site are suitable for operations, including space planning whilst the academy staff and student population is growing in size
- To ensure that the appropriate insurance cover is in place at all times.
- To take the lead in all legal aspects relating to the running of the Academy.
- Act as lead officer for the purposes of Freedom of Information and Data Protection
- Ensure the smooth running of the academy's governing body and sub committees

Community Sports and Facilities

- Using commercial flair, promote and market the academy to a variety of audiences to support the "hub of the community" offer, enhancing cost-effective delivery..

- Ensure a robust business and development plan for the Community offering is in operation, operating with the relevant legislative frameworks i.e., trading income, health and safety etc.

Leading, Motivating and Developing

- Develop, enable and strategically lead a team of support staff to deliver the vision for the Academy against its strategic priorities and timescales and to deliver effective support services across the Academy.
- Manage the implementation of the Academy Performance Management Programme for an agreed number of support staff, ensuring that the programme develops the professional effectiveness of staff and ensures that they have access to and take responsibility for their own professional development.
- Strategically manage the recruitment and selection of support staff in accordance with Academy policies and procedures.
- Support the Senior Leadership Team in managing change and actively promoting its on-going progress

Deployment of Staff and Resources

- Line Management responsibility for the Finance Officer, HR Officer, Business Support Manager, Site Manager, ICT Network Manager and Community Manager.
- Support the Leadership Team in the development and management of staff deployed across the Academy.

Health and Safety

- The post holder will be the Health and Safety Officer for the Academy and ensure that all Health and Safety legislation policies and procedures are in place and adhered to.

Other

- Contributing member of the Executive and Senior Leadership Teams.
- Attending meetings, conferences and programmes in support of colleagues and Academy business.
- Taking responsibility for keeping abreast of developments and changes in the sector which affects all aspects of the post holder's responsibilities to be able to implement change in relation to legal and compliance issues as well as best practice.
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards.
- Alongside the Principal, considers and communicates risks of the Academy with senior leaders and has responsibility for updating the Academy risk register, whilst embedding a culture of risk management across the Academy.
- Carry out any other reasonable duties as directed by the Principal.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To keep the Principal fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.

- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.