

DIRECTOR OF FINANCE – CENTRAL RSA ACADEMIES TRUST	
REPORTING TO	EXECUTIVE PRINCIPAL/CEO
SALARY/GRADE	LEADERSHIP
<p>Those who are part of Leadership for the Trust play a critical part in the life of the Trust and our schools. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates students and staff alike. They take the lead in enhancing standards and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure compliance, excellence and a sense of development in the work they deliver.</p> <p>They are expected to demonstrate sustained high quality performance, through formulating the aims and objectives of the Trust, establishing the policies through which they are achieved and successfully managing staff to that end.</p> <p>Primary Objectives of the Role:</p> <ul style="list-style-type: none"> • Manage projects and new initiatives promoting the highest standards of business and the most effective use of resources across the Trust • Provide high quality leadership and management of the Trusts finance and business functions so that the Trust and its schools can run smoothly, effectively and efficiently in the delivery of its core aims • Ensure sound and appropriate financial governance and risk management arrangements and actively contribute to the work of the Trust Board, Local Governing Boards and Leadership Group of the Trust • To provide senior leadership across the Trust • To play a key role in the raising of standards • To be a role model for others in the quality of their own work • To support the professional development of their colleagues • To engage in professional dialogue with specific colleagues to ensure continued improvements • Be the Chief Finance Officer for the Trust (as required by the DfE's Financial Handbook) 	
Shaping the Future of our Trust	<ul style="list-style-type: none"> • support the Executive Principal/CEO, Trust Board and Principals of Trust schools in establishing a financial vision for the future development of the Trust • work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues • promote a culture of teamwork, in which the views of all members of the Trust community are valued and taken into account
Leadership	<ul style="list-style-type: none"> • Be responsible for the analysis of all Trust financial data, to ensure priorities are appropriate • provide training for staff on financial compliance and other financial related areas to promote professional development • Liaise with schools within the Trust and coaching and develop staff to monitoring and review annual and long terms budgets, advising the Executive Principal/CEO and Trust board on the results of that monitoring • Advise and coach Principals/Headteachers on financials strategies which develop the educational aims and objectives of the Trust and the schools withing. • Work with all leaders across the Trust to maximise the earning potential including commercial trading, intellectual property, joint ventures and an enterprising approach to business development

Develop Self & Collaborating with others	<ul style="list-style-type: none"> • promote and safeguard the safety and welfare of children and young people • support the development of collaborative approaches to learning within the school and beyond • set high expectations for your own performance and that of others and engage in relevant professional development activity as necessary
Managing the Organisation	<ul style="list-style-type: none"> • Ensure the Trust has in place sound internal risk & audit management and assurance processes • Prepare the year end accounts and produce and present regular detailed financial reports on revenue and capital funds to all stakeholders • Ensuring the payroll function operates effectively and is communicate through to budgetary planning, including the management of pensions and associated service. • Manage all procurement processes and decision making with the relevant Trust Board members and advise and coach Principals and Headteachers on procurement. Management and negotiation of SLA's and contracts.
Securing Accountability	<ul style="list-style-type: none"> • support the Trust Board in meeting its responsibility to account for the performance of the Trust • support staff in understanding their own accountability, and develop approaches to its review and evaluation • contribute to the reporting of the performance of the Trust to all stakeholders • ensure the staff strive to maintain the highest professional standards and to promote the aims of the Academy.
Strengthen Community	<ul style="list-style-type: none"> • have excellent organisational ability • have the ability to deal with students and adults in a professional and effective manner • contribute to promoting the diversity of the Trust community • contribute to policies and practice which promote equality of opportunity and tackle prejudice • contribute to the development of a curriculum which provides students with opportunities to enhance their learning within the wide community
Financial Development	<ul style="list-style-type: none"> • understand current developments with regard to curriculum provision in relation to all aspects of financial funding streams and the impact of budget on the learner
Recruitment, Development & Deployment	<ul style="list-style-type: none"> • create a climate, which enables staff to develop, challenge and support each other, resulting in positive growth • take action to build and maintain effective teamwork with high expectations of outcomes • identify and respond to professional development needs • develop the use of mentoring/coaching techniques and styles to develop the practice of all staff, their own confidence and the maintaining of positive attitudes
Quality Assurance	<ul style="list-style-type: none"> • maintain 'leading edge' knowledge through reading, Training/Planning and research to inform their own practice, demonstrating impact • interrogate the available data to support identification and secure effective improvement in Financial planning and income generation • Use the outcomes from any quality assurance processes to inform future procedure and develop this to ensure continued improvement and reduced risk
Communication	<ul style="list-style-type: none"> • establish effective working relationships with all colleagues • communicate effectively with professional integrity within and beyond the school community • initiate strategies which support the professional development of colleagues to improve the standards across the Trust • Follow the agreed policies and procedures of the Trust
Management Information	<ul style="list-style-type: none"> • maintain appropriate records and provide relevant accurate and up-to-date information for the school's MIS systems

Marketing & Liaison

- take part in marketing and liaison activities such as liaison events with Trust Schools/ RSA Family
- contribute to the development of effective links with external agencies

I agree to undertake all duties reasonably requested in a manner consistent with the mission and aims of Central RSA Academies Trust

To undertake such other tasks appropriate to the level of appointment as the Executive Principal/CEO may reasonably require.

Signed:

Dated: