

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Deputy Director of Finance	<u>Role Profile:</u> Organisational Support
<u>Academy:</u> Core Team	<u>Grade:</u> Leadership Range L20 – L24 (£82,654 to £91,157)
<u>Responsible To:</u> Chief Finance & Operations Officer (CFOO)	<u>Hours:</u> Full time (37 hours) All Year Round (52 weeks)
<p><u>Overall Purpose of Job:</u></p> <p>As the Deputy Director of Finance (DDoF), you will report directly to the CFOO, and take responsibility for the day-to-day overall financial management, reporting and financial compliance in line with statutory requirements, the Trust’s exempt charitable status and funding agreement, ensuring compliance with the Department for Education’s (DfE), Academy Trust Handbook and the Trust Financial Regulations Handbook.</p> <p>You will be responsible for delivering robust financial strategy, strong financial governance, and high-quality financial operations across Delta. The postholder will ensure that the Trust remains financially resilient, compliant, and able to invest effectively in educational outcomes. Working closely with the CFOO, the Deputy Director of Finance will provide strategic financial insight to the Board and Executive Team, and support school leaders to achieve value for money and sustainable school improvement.</p> <p>You will be involved in the line management of Core Finance Managers, the annual internal and external audit process and the completion of statutory returns to the DfE, including the consolidation and submission of budgets and Annual Accounts Return.</p>	
<p><u>Key Responsibilities include:</u></p> <p>Strategic Leadership</p> <ol style="list-style-type: none"> 1. Work with the CFOO in the development and implementation of the Trust’s financial strategy in line with the Trust’s vision, growth plans, and risk appetite. 2. Provide expert financial advice to the CFOO, CEO, ELT and Board of Trustees as required. 3. Participate in wider Trust meetings and working groups with the DfE as required. 4. Work with the CFOO in long-term financial planning, including scenario modelling, investment planning, capital strategy, and financial due diligence for potential new schools. 5. Drive a culture of financial stewardship, efficiency, and continuous improvement. <p>Financial Management & Compliance</p> <ol style="list-style-type: none"> 6. Work with the CFOO to ensure the Trust meets all statutory and regulatory requirements, including the Academies Trust Handbook, DfE reporting, and charity/company law obligations. 7. Ensure compliance with the Trust Financial Regulations Handbook. 8. Support the work undertaken by the Core Finance Managers, as required, ensuring all deadlines are met for the submission of annual accounts, budget forecasts, financial returns, and internal/external audit processes. 9. Maintain high standards of financial control, risk management, and internal assurance across the Trust. 10. Work with the CFOO in the development, communication, and implementation of financial policies and procedures. 	

Operational Leadership of Finance Function

11. Lead and develop the core finance team, ensuring the provision of accurate, timely, and insightful financial information.
12. Oversee financial operations including accounts payable/receivable, payroll, procurement, month-end, and financial statements, ensuring all month end reviews are completed in timely manner.
13. Ensure that each academy has high-quality financial support, with consistent systems and processes across the Trust.
14. Oversee finance systems currently in use, including supporting the CFOO with the evaluation of new technology to meet the Trust's financial data processing, control, and reporting requirements.

Budgeting & Financial Performance

15. Lead the annual budget-setting process, ensuring realistic and sustainable budgets for each academy and the core team.
16. Provide financial monitoring reports and analysis for internal and external stakeholders, including benchmarking.
17. Support the Facilities team with financial tracking of capital approved projects whether from School Condition allocation or capital reserves.
18. Ensure proactive early identification of financial risk, developing mitigation and recovery plans.
19. Support Principals and school business leaders in financial performance management and provide training to leaders where applicable.

Governance, Risk & Assurance

20. Provide clear, data-driven reports to the CFOO, Trustees and governance committees on financial performance, compliance, and risk.
21. Oversee internal scrutiny and ensure audit recommendations are implemented.
22. Manage the Trust's financial risk register and contribute to the Trust-wide risk assurance framework.

Procurement & Value for Money

23. Work with the CFOO to uphold the Trust procurement strategy to maximise value for money.
24. Ensure compliant procurement processes including tendering, contract management, and supplier performance.
25. Reviewing procurement systems and processes ensuring the Trust achieves best value through its external contracts
26. Drive collaborative procurement opportunities across the Trust and sector.

General

27. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
28. You will participate in training and other learning activities and performance development as required.
29. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
30. You will ensure strict confidentiality in all areas of work.
31. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the UK General Data Protection Regulations (UK GDPR).
32. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
33. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to an appropriate person without delay.
34. You will always comply with the Trust's policies and procedures.
35. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- A recognised accountancy qualification (e.g., ACCA, ACA, CIMA) (C)
- Evidence of continuous professional development (C/A)
- Strong working knowledge of best practice in the financial field (A/I)
- Proven successful experience in financial management at a senior level (A/I/R)
- Experience leading and developing teams, with strong people leadership skills (A/I/R)
- Proven experience of statutory accounts preparation and establishing financial systems in a geographically distributed organisation (A/I/R)
- Strong administration and organisational skills (A/I/R)
- Proven excellence in communicating effectively with others (I, R)
- Strong team skills (I/R)
- High emotional intelligence (A/I/R)
- Sound experience of using accounts and budgetary software (A, I, R)
- Knowledge of best value and financial regulations (A, I, R)
- Ability to form and maintain appropriate and effective relationships with others (R)
- Excellent numeracy and literacy skills (I)
- Strong ICT skills (I, R)
- Excellent presentation and reporting writing skills (A, I, R)
- Proven high attention to detail and accuracy (A/I/R)
- Proven ability to analyse, interpret and present data (I/R)
- Proven ability to work under pressure and to deadlines (A/I/R)
- Motivation to support staff in achieving the best outcomes for children and young people by advising on appropriate allocation of financial resources (I/R)
- Use of a car for business use (business mileage expenses reimbursed) (C)

Desirable

- Experience in the education sector, public sector, or regulated charity environment. (A, I, R)
- Solid understanding of the Academy Trust Handbook (A, I, R)
- Understanding of the Charity SORP (A, I)
- Proven experience of developing strong working relationships with a range of stakeholders (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Creative
- Flexible
- Innovative
- Self-motivated
- Team player
- Positive
- Can-do attitude
- Problem solver
- Inclusive
- Clear communicator
- Organised
- Adaptable
- Solution focused

CONTACTS AND RELATIONSHIPS

Trust Staff – in regular contact with Trust staff within finance, payroll and human resources

Managers - in regular contact with Executive and Senior leaders within the Trust and academies

Support Staff – in daily contact with support staff who are involved in finance and administration

External – in regular contact with external agencies/suppliers/contractors as required

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.