



Job Description

Post:	Interim Head of Finance (Maternity Cover)
Responsible to:	Interim Director of Finance
Supervises:	Financial Controller & Executive Business Managers
Salary:	£45,000 - £50,000 subject to experience
Hours:	Temporary Contract: Full-time
Location:	Flexible, headquarters in Plymouth

1. Job Purpose

- The Interim Head of Finance will be responsible for the timely and accurate preparation of management accounts, forecasts, budgets and other financial analysis as required to support the strategic development of schools and the Trust.
- The post-holder will take responsibility for the provision of sound financial advice to all academies to facilitate informed decision-making and to ensure robust financial management Trust-wide.
- In addition, the post-holder will be responsible for ensuring there is a strong system of internal controls and that all financial processes and procedures are carried out effectively and in accordance with applicable accounting standards and regulations.
- The Interim Head of Finance will report into the Interim Director of Finance and will line-manage the Financial Controller and the Executive Business Managers (EBMs).

2. Principle Responsibilities/Duties

- To continuously review and improve financial processes, policies and systems to ensure they are compliant with relevant accounting standards and regulations, and to ensure the efficient and effective management of the Trust's finances.

- To ensure the financial services provided by the Shared Services Centre to all academies are in accordance with the Service Level Agreement.
- To manage and develop the Executive Business Managers. This includes training, support and performance management.
- To ensure there is a strong system of internal controls in place.
- To oversee the timely and accurate preparation of monthly management accounts for the Trust by the Financial Controller, including all Balance Sheet reconciliations, funds analysis and variance analysis.
- To review and challenge financial forecasts and budgets prepared by Executive Business Managers to ensure financial projections align with the strategic development priorities of each school and are accurate and informative at the Trust level.
- To oversee the provision of sound financial advice by the Executive Business Managers to schools and to facilitate the resolution of issues through consultation with the appropriate Executive Directors.
- To prepare and manage the Central budget.
- To prepare and present financial reports and information to the Executive and Headteachers where required.
- To ensure the timely and accurate submission of all regulatory returns, including those required by ESFA, & HMRC.
- To oversee the management of the Trust's banking arrangements and cash position by the Financial Controller.
- To oversee the preparation and external audit of the annual statutory accounts. To be the key point of contact for the external auditors and to ensure all information is provided as requested. To review the externally prepared financial statements and reconcile them to the Trial Balance. To lead in the production of all internally generated annual reports.
- To ensure independent internal audits are carried out periodically.
- To lead on the completion of financial due diligence on prospective academies.
- To deputise for the Interim Director of Finance when required.
- To support the CEO and wider Trust leadership team in the development of the Trust in line with its strategic objectives.

Role Specification

Applicants should describe in their application how they meet these criteria.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree or master's degree in accounting, business, economics, finance, or a related field • Fully qualified Accountant (ACA / ACCA / CIMA) • Full professional membership of Professional Body (ACA/ ACCA / CIMA) 	
EXPERIENCE	<ul style="list-style-type: none"> • At least five years post professional qualification experience • Experience of managing staff • Experience of reporting financial results to non-financial personnel, both verbal and written • Experience with financial accounting systems and budget tools • Experience of finance business partnering or supporting business units to achieve their objectives through robust financial management 	<ul style="list-style-type: none"> • Experience of working in education specifically a Multi Academy Trust • Experience with IRIS (PS) Financials
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Up-to-date technical skills and confident preparing UK statutory accounts • Strong focus on controls and processes and a high attention to detail • Exceptional data analysis and reporting capabilities • Expertise in Microsoft Excel and PowerPoint • Excellent communicator • Able to embrace technology to work effectively remotely • Excellent report writing skills • Analytical and judgemental skills required to interpret varied and complex information or situations. • Strong interpersonal skills in order to listen, advise, negotiate and support colleagues • Excellent organisational skills with ability to prioritise workload and work to tight deadlines. 	<ul style="list-style-type: none"> • Working knowledge of academy finances • Presentation skills

	<ul style="list-style-type: none"> • Ability to calmly prioritise and multi-task • Ability to work efficiently and accurately under pressure • Adaptable and able to take on/delegate multiple tasks • Confident decision-maker • Identify issues in complex problems, clarify understanding or stakeholder expectations, to seek best option • Team player, flexible and highly self-motivated • The ability to work closely with external advisers • Ability to motivate others to achieve outcomes 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Honesty, integrity and reliability • Proactive and self-motivated • Calm and confident manner • Solutions focused • Flexible and adaptable to change • Resilient and able to work under pressure • Collaborative • Professional 	