**Job Description**

**Post:** Trust Head of Finance

**Salary/ Grade:**

**Responsible to:**  Trust Chief Financial Officer

**Main purpose of the post:**

* To lead the day-to-day finance functions of the trust
* To ensure the timely and accurate capture and processing of all financial transactions in line with regulatory requirements and policy
* To assist with the preparation of the monthly management accounts, ensuring the P&L, Cashflow and Balance Sheet are accurate, prepared on time and presented in accordance with the requirements of the Academies Trust Handbook
* To support the CFO in preparing month end reports to the board
* To support academy leaders in their understanding of the financial management of the trust
* Line management of the finance managers

**Main Duties**

* Contribute to the design and implementation of the Trust’s financial procedures and systems.
* Work alongside academy senior leadership and the CFO to build and review budgets and plans in advance of submission to the Trust Finance Committee.
* To lead activities to include, but not exclusively, timely month end closes, posting accruals & prepayments, journals, VAT etc.
* To assist across Trust with accountancy functions such as maintenance of the fixed asset register, depreciation, bank reconciliation and control account reconciliation etc.
* Undertake detailed monitoring of monthly expenditure, including the preparation of monthly management accounts and narrative, advising the CFO on the reason for and implication of variances and any recommendations.
* To produce monthly budget holder information and assist budget holders with monitoring this information and to deal with any questions or queries raised.
* Produce financial analysis and reports as required by the CFO
* Ensure appropriate use of the trust’s bank accounts and charge cards, undertaking regular checks and reconciliations.
* Approve payments in line with agreed financial SODA, ensuring correct financial control is applied.
* Ensure effective debt management via regular chasing of debtors and payment controls, reporting monthly via the management accounts.
* Responsible for adherence to financial regulations (Academy Trust handbook, SORP etc) and audit requirements and advising on the application of these.
* Displays a thorough working knowledge of accounting and financial procedures
* Conducts professional level decisions and sets constraints for others in the Finance structure across the Trust.
* Communicates a range of financial information both verbally and in writing with the senior leadership team within the schools and other staff.

**Safeguarding**

1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
2. Ensure that the Data Protection Act is adhered to.

**Equality and Diversity**

1. Create a purposeful, positive, and supportive working environment, sensitive to equality and diversity.

**Other**

1. Contribute to the school and trust mission and ethos and support the aims and objectives of the school and trust.
2. Follow and comply with the trust’s policies and procedures as outlined in the Staff Handbook.
3. Undertake any other duties of an equal nature as assigned by the Chief Financial Officer.