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| **Title:** | **Director of Finance and Operations** |
| **Project Team:** | Finance Managers, HR Director, IT/Estates Director, Clerk to Governors |
| **Reports to:** | Chief Executive |
| **Grade:** | 70 – 80k |
| **Responsible for:** | Financial and Business Operations Strategy and Management. |

***Key Duties and Responsibilities***

**Strategic Leadership**

* To participate pro-actively as a member of the Trust’s Executive Team, the Quaerere Academies Trust (“QAT”) Board and its committees and the Local Governing Bodies.
* To provide clear information, advice and recommendations to the CEO, the QAT Board and its Committees, Local Governing Bodies and the Heads of School in matters of finance, procurement, estates management, information technology, human resourcing, fundraising, H&S and governance.
* To support the conversion process for schools joining the Trust.
* To establish a high level of credibility, visibility and professionalism and manage effective working relationships and networks both within the Trust and with external partners.
* To promote and safeguard the welfare of the Trust’s students.
* To fulfil the Secretary’s role to the Trust’s Board.

**Financial Strategy and Management**

Working with and through the Finance Managers:

* To maintain an effective system of internal financial control across the Trust.
* To be responsible for the provision of relevant, reliable and timely management accounting information, including key performance indicators, providing commentary and guidance as appropriate.
* To be responsible for the timely production of statutory and other financial statements and reports for the Directors, ESFA, Companies House and other regulatory bodies, and for securing their prompt clearance by the External auditors.
* To be responsible for the co-ordination and drafting of budgets and financial plans for the Directors and other regulatory bodies.
* To manage the Trust’s relationships with its external auditors, bankers, HMRC and pensions providers.
* To be responsible for the Trust’s accounting records, including fixed asset registers, and compliance with statutory requirements.
* Participate when required in local governance of Academies.
* To hold Finance Managers to account in preparing balanced budgets for each of the Academies for which they are responsible.
* To identify at an early stage any financial or other issues at an Academy which could create adverse variance from the agreed financial budget and to coordinate actions within the senior leadership team to address the situation.
* To engender across the Trust a culture where there is a tight focus on cost control and on generating revenues additional to those from the Education & Skills Funding Agency (ESFA).
* To co-ordinate the Trust’s internal audit function, and the management response to issues raised in internal audit reports.

**Procurement**

Working through the Finance Managers, and the IT/Estates Director:

* To ensure that the procurement of goods, IT equipment services and utilities in aggregate across Trust schools including the Trust centre is conducted in a controlled and efficient way, delivering high quality and best value for money.
* To keep under review all contracts, service level agreements and licences as part of the procurement strategy, with a view to harmonisation of renewal dates where this will bring efficiency savings.
* To ensure compliance across the Trust with public sector and charitable procurement regulations.

**Information Technology**

Working through the IT/Estates Director:

* To undertake a review of the information technology needs of the whole Trust and develop a strategy to provide a robust and consistent IT framework serving all of the Academies. To implement the recommendations on a timely basis, once agreed by the QAT Board.
* To ensure that educational and administrative information technology systems remain effective, efficient, secure and compliant with legislation.

**Fundraising**

To implement a self-funding programme of fundraising, including grant applications, for the benefit of learners in the Trust

* To oversee the administration of Gift Aid recovery in respect of donations to the Trust.
* To ensure that income generation from Trust is maximised subject to their principal purpose which is to aid the education within a Christian ethos of the Trust’s students.

**Buildings Project Management**

Working through the IT/Estates Director:

* To manage the BSF agreement covering project and financial management of buildings and services at the designated Academy.
* To ensure that the Trust has up to date property condition surveys upon which to base asset management plans, working in co-operation with professional advisers, site supervisors and Heads of School as appropriate.
* To develop Academy capital funding bids where the capital works are not fully funded by school condition allocations or devolved formula capital.
* To monitor Academy buildings projects ensuring that they are delivered on time and within budget.

**Governance and Internal Control**

* To discharge the responsibilities of Company Secretary of the QAT, and its trading company.
* To be responsible for the maintenance and updating of the Trust’s finance, IT and procurement policies.
* To co-ordinate the efficient clerking of the QAT Board and Local Governing Bodies (LGB).
* To have in place processes for the appointment of members to the LGBs.
* To have in place suitable systems, to support the meetings and papers of the QAT Board, its committees and the LGBs.
* To keep up to date the Schemes of Delegation.
* To provide training and support to the LGBs on financial issues.
* To ensure that LGBs are aware of the statutory policies and processes that have to be in place.
* To propose to the Audit committee a programme of internal audit coverage to review the effectiveness of internal controls in place at each of the Academies.
* To ensure that the Finance Managers promptly implement recommendations from the internal audit reports and the Management letter produced each year by the External Auditors.

**Health & Safety**

Working through Heads of School and the IT/Estates Director.

* Lead on H&S across the Trust.

**Human Resources**

Working through the HR Director

* Make the Trust a 'destination employer' within the education sector through an
innovative and proactive approach to the entire HR cycle.
* Ensure Academies and Central Services are supported by effective and efficient HR advice and guidance.
* Provide support to Academies on strategic and contentious HR issues.

***Component 1 – Wider Professional Effectiveness***

* Participate in and engage with Academy INSET and professional development, whether in-house or external.
* Through the mechanisms of appraisal and quality assurance, demonstrate improvement in your role as a result of professional development and inset.
* Disseminate the outcomes of inset to other staff
* Effectively contribute to the QAT’s strategic improvement planning process.

***Component 2 – Role Model***

* Ensure that ‘no student is left behind’ in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

***Additional Components***

* To consistently uphold the QAT’s aims and strive to attain targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the QAT.
* To work with students within the framework of the QAT in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the QAT’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all QAT stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all QAT Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
* To embrace the Academy’s pursuit of excellence.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academies Trust operates designated no smoking sites.

**Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS). Satisfactory employment references as well as identification and qualification checks will be required before commencing duties.**