**FINANCE AND PREMISES DIRECTOR**

**JOB DESCRIPTION**

**Hours of work:** 36 hours per week term time plus 2 weeks

**Salary:** Scale SPM 3

**Reports to:** Headteacher

**Main duties and responsibilities:**

Strategic Role:

* In consultation with the Governors and Senior Leadership Team (SLT), prepare the Academy’s financial plan taking into account the School Evaluation and Improvement Document (SEID), future funding projections and other potential events and activities.
* Provide clear information and advice to the Headteacher, SLT and Governors/Trustees regarding strategic development of service support, the utilisation of the Academy’s assets and the development of the Academy’s business activity, to ensure the best possible learning environment for students.
* Participate in and represent the trust at national and local networks of Bursars/Finance Directors, so that the Academy is aware of latest developments and familiar with current best practice.
* Monitor and evaluate the Academy’s progress against performance objectives and targets of the School Evaluation and Improvement Document (SEID) and for taking any additional action as may be agreed to be necessary.
* Promote and market the Academy to a variety of audiences to raise the profile with the local community and seek appropriate business relationships.

Financial Management

* To carry out the role of the Chief Financial Officer (CFO), a statutory post specified in the government’s Academy Financial Handbook.
* To be responsible for the school’s detailed financial procedures as delegated by the governors.
* To prepare all financial policies on behalf of the school, to ensure that such policies are fully complied with and to periodically review that such policies are in accordance with the school’s funding agreement including the AFH, current best practice and audit advice.
* Management of the day-to-day accounting and financial systems and procedures including the maintenance and operation of the school’s accounting system.
* Prepare statutory financial statements prior to submission and to be the main point of contact for the school’s external auditor to ensure the school receives an unqualified audit opinion and that any regularity issues raised by the auditor are addressed promptly.
* Prepare the annual budget and three-year financial plan.
* Check and authorise monthly payroll in liaison with HR and the outsourced payroll bureau service.
* Ensure that monthly management accounts are prepared for Governors / Trustees in a format and timetable consistent with the requirements of the Academies Financial Handbook.
* Ensure that appropriate key performance indicators are set, monitored against and achieved with respect to the financial management of the school and achievement of value for money.
* Prepare and review the school’s investment policy and manage the school’s cash reserves in line with that policy to ensure appropriate investment return on school funds whilst ensuring these funds are kept secure at all times.
* Develop and keep updated the financial and management accounting systems for the Academy.
* Set objectives for financial management and service support. Monitor progress and advise on any necessary remedial actions.
* Prepare the financial reports, estimates and completion of financial returns as required by the Governing Body, ESFA, Charities Commission and other stakeholders.
* Prepare funding bids to external bodies including government departments. Adhere to strict deadlines and monitor the funding to ensure that any funds received from successful bids are spent appropriately and within time scales.
* Ensure the Academy receives value for money, manages procurement effectively and implements strategies for cost management.
* To act as the school’s Procurement Lead responsible for tendering all major contracts, representing the school in any collaborative or consortium procurement initiatives and reviewing documentation for such contracts, taking legal advice where appropriate.
* Ensure compliance with the Funding Agreement, the Academies Financial Handbook and internal procedures and regulations at all times including when tendering services and securing contracts.
* To be budget holder for numerous expenditure codes, as per delegations authorised.
* To be responsible for income generation ensuring income targets are achieved and opportunities for additional self-generated income are explored.
* To be responsible for the development and implementation of the Academy’s financial and service support systems and procedures.
* Ensure that the school has appropriate insurance cover in place and that claims systems are operated effectively.
* Ensure that tax obligations are discharged correctly and effectively.
* Advise Governors and the Headteacher on external and internal audit arrangements as required by financial regulations and funding bodies.
* Identify potential funding opportunities from external agencies, government initiatives and ensure income generation in line with financial plans.
* Undertake the role of Company Secretary for the Academy Trust.
* Line management of the finance department staff providing strong and inspirational leadership

Premises Management

* Ensure efficient and effective premises, facilities and contracts management.
* Monitor and review the School’s Premises Development Plan and prepare reports to Governors on strategic developments of the site.
* Ensure funding bids are prepared in line with school strategic priorities and complete any monitoring returns as required by ESFA / funding body.
* Ensure successful implementation of major projects and for any supported by capital grant funding that all grant conditions are complied with.
* To deputise for the Headteacher in line managing the Premises Manager.

Other duties:

Undertake line management of staff as required and to participate in Performance Management, including relevant training opportunities for staff development, in line with the Academy’s staffing policies and procedures.

Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.