



The Queen Katherine School Multi Academy Trust

JOB DESCRIPTION

Trust Finance and Operations Manager

LOCATION:	Trust Schools – South Cumbria/Lancashire
RESPONSIBLE TO:	Chief Executive Officer of the Queen Katherine School Multi Academy Trust, Headteacher of the Queen Katherine School
RESPONSIBLE FOR:	Finance Team, Catering Team, Premises Team, Trust Accountant

This Job Description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

PURPOSE OF ROLE

The Finance and Operations Manager will play a major role in the strategic development of the Queen Katherine Multi Academy Trust, taking overall responsibility for leadership and management of finance for the Trust.

The post holder will ensure compliance with all financial, legal and statutory duties, whilst developing and maintaining an effective and efficient approach to business operations and financial management across the Trust. You will prepare timely, accurate and appropriate reports and financial forecasts for the Trust, reporting to the Chief Executive Officer, Local Governing Bodies, Board of Trustees, Headteachers and external bodies as required.

The Finance and Operations Manager is responsible for the accuracy and resilience of the Trust's accounting practice, systems and data and is directly responsible for providing the required levels of competence and ownership of the financial operation of the Trust in its entirety.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Management

- Formulate and contribute to the strategic planning of the Trust, establishing the systems, policies and plans through which they will be achieved.
- Providing specialist advice and support in relation to the academy sector and upcoming developments to enable the CEO and other leadership groups to be proactive in strategic development.
- Identify, develop and implement strategies and options in all non-teaching operations that will contribute to the overall effectiveness and efficiency of the Trust, such as exploring internal synergies, and opportunities for partnership and collaborative working.
- Interpret matters of policy/procedure/statute to ensure Trust's compliance

- Where necessary seek advice and guidance from third parties on behalf of the Trust.
- Manage third party contracts and service level agreements for all support service provision across the Trust
- Implement, review and actively manage contracts to ensure appropriate provisions of service to schools that achieves best value and mitigates risk.
- Review and report on systems currently in place with a view to making improvements as the Trust grows.

Financial Management

- Provide strategic leadership to the Trust on finance, audit, compliance and risk management, assuming ultimate responsibility for the financial management.
- Maintain the accounting records and financial systems at a management accountant level.
- Ensure that all income and expenditure is properly accounted for, and that value for money is achieved when expenditure is incurred.
- Working with the Trust Accountant and Headteachers, prepare and present an annual budget for the schools and a consolidated Trust position.
- Develop and maintain appropriate financial management information and management accounting systems. Ensure that relevant, timely and accurate financial data and financial analyses are available to the CEO, Trustees, senior leadership teams and all other budget holders in the Trust meeting DfE returns and reporting requirements.
- Analyse costs and other statistical information, such as key performance indicators, Government agency data collection reports, etc. and benchmark accordingly.
- Produce monthly, termly and annual reports to the Trust Board and LGBs on matters of Finance.
- Prepare financial forecasts, year-end financial statements working with the Trust Accountant ensuring timely completion of statutory returns to the ESFA and other funding agencies.
- Oversee financial reporting at all levels across the Trust through timely and accurate financial monitoring reports, including Management Accounts for all internal and external parties.
- Ensure full compliance of the financial aspects of running the Trust in accordance with the Academies Financial Handbook and the Funding Agreement and ensure that financial processes comply with standards set by the DfE
- Ensure annual LGPS and TPS returns are prepared on time, are fully audited and any corrections implemented.
- Co-ordinate in conjunction with the Trust Accountant all the written elements of the Year-End accounts, Going Concern, Added Value.
- Review the school and Trust accounts and make appropriate improvements in conjunction with the Trust Accountant
- Promote a culture of value for money and excellence in resource management ensuring full compliance with procurement regulations.
- Lead on due diligence for joiner schools ensuring minimisation of any risk to the Trust.
- Challenge expenditure and investment decisions and support robust corporate governance.
- Ensure the provision of adequate and appropriate internal and external audit functions and ensure that they provide appropriate support and advice to the CEO and Governing Body Meetings.
- Actively explore additional funding streams for the Trust, develop and prepare capital-funding bids as appropriate, interpreting criteria and advising colleagues within the Trust to identify future requirements.
- Establish a high level of credibility and manage strong working relationships within the organisation and external partners, e.g. ESFA, auditors, bankers, Companies House, pension providers.
- Develop a strategy for risk management and control, ensuring risk registers are maintained and that a disaster recovery plan is in place.
- Prepare the three-year financial plan for relevant Academies and central Trust.
- Liaise with Payroll Manager and Trust Accountant on the daily running of Finance teams and processes.
- Advise the CEO, Governors and Trustees on the financial implications of changes in legislation or funding regulations, which affect the financial management of the schools.
- Oversee banking arrangements and ensure that suitable banking facilities are in place to support the financial operation of the Trust, maintaining key links with bank officials in support of this facility.
- Review cash flow and reserves to ensure financial stability

- Work with relevant staff to review, co-ordinate and negotiate all contractual opportunities, liabilities and services for Trust including, but not exclusive to, catering, cleaning, insurance, procurement and capital expenditure
- Identify site-specific estate improvements and link to Condition Improvement Fund (CIF) bids – completing the project scope or working with an external provider to submit the bids to the ESFA.
- Work with Responsible Officer in adopting recommendations from site reviews.

QKS Operations

- Have financial oversight of the maintenance of the school site including the repair and purchase of all furniture, equipment and fittings
- Manage the QKS Catering Manager to ensure an effective and efficient business operation that provides excellent customer service
- Manage the QKS site team and Trust Facilities Manager to ensure condition of estate buildings is maintained linking in with a strategic approach to condition improvement
- Manage the outsourced cleaning provision to ensure excellent cost effective service.
- Manage departmental capitation to ensure operation is maintained on or within budget
- Annually review occupancy charges for all external customers
- Annually determine letting charges for rooms, Sports Hall, Gym and All Weather pitch.
- Oversee all other expenditure items that are reported within the management accounts

Other

- Promote harmonious relationships within the Trust and maintain relationships with organisations representing all members of the Trust's workforce.
- Ensure that statutory Trust policies are in place, and are revised when necessary, with the assistance of staff.
- Undertake the role of Company Secretary
- Undertake any other professional duties as reasonably delegated by the CEO.

PERSON SPECIFICATION

ATTRIBUTES	CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
Education & Qualifications	Professional accountancy qualification.	✓		A
	Degree in Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline.		✓	A
	Leadership and Management qualification or equivalent level of experience.		✓	A
Experience	Strategic financial planning and management, including budget setting and income generation in an Academy or other similar organisation	✓		A, I, T
	Experience of working with a range of external partners.	✓		A, I
	Experience of producing financial, management accounts, and budgetary control.	✓		A, I, T
	Sound knowledge of educational systems.		✓	A, I, T
	Experience of working at a senior management level.	✓		A, I
	Commercial and business acumen.	✓		A, I, T
	Management of contracts, bidding and tendering systems.	✓		A, I, T
	Experience of working in an educational setting.		✓	A
Knowledge/ Skills	A strategic thinker able to demonstrate a business focus and commercially minded approach.	✓		A, I, T
	Experience and ability to manage, develop and motivate staff.	✓		A, I, T
	Ability to win support for new ideas and concepts through effective advocacy skills.	✓		A, I
	The ability to translate a visionary/innovative concept into a practical implementation plan.	✓		A, I

	Knowledge of current legislation affecting such items as accounting requirements, taxation, payroll, pensions and VAT.	✓		A, I, T
	Excellent numeracy and literacy skills	✓		A, I, T
	Highly developed interpersonal skills and ability to establish effective working relationships with a wide range of partners.	✓		I
	Understanding of relevant financial, health & safety, education and its impact on multi academies.	✓		A, I, T
	Evidence of and commitment to continuing professional development.	✓		A
	An understanding of the academies agenda and funding & financial management arrangements for academies including ESFA reporting requirements.	✓		A, I, T
	Ability to speak confidently to a wide range of audiences	✓		I, T
	Comprehensive proficiency in various related computer packages	✓		A, T
Behavioural Attributes	A commercially astute and articulate influential leader with the ability to operate at both strategic and operational levels.	✓		A, I, T
	A balanced approach to the assessment and management of risk.	✓		A, I, T
	Ability to build good relationships and trust with senior management and staff across the Trust as well as external stakeholders.	✓		I, T
	Ability to communicate technical information effectively to a non-specialist audience.	✓		I, T
	Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure the business delivers to the diverse needs of its customers and encourage social inclusion.		✓	A, I
	Ensures main strategic priorities are translated into clear objectives and practical actions ensuring resources and activities of teams are aligned for day-to-day strategic priorities.	✓		A, I, T

	Accurate and well organised approach to work maintaining a calm and authoritative manner	✓		I
	Manages demanding workloads and competing deadlines	✓		A, I, T
	Drives the agenda to secure value for money on goods and services	✓		I, T
	Anticipates the need for change and proactively introduces systems to support the transition.	✓		I, T
	Maintains a clear sense of purpose and direction during periods of change particularly in the finance sector of the business, proactively consults with others when planning change and supports others during transition.	✓		A, I, T
	Ability to interpret legislations and regulations	✓		A, I, T
	Plans communication effectively and acts as a role model in providing open and constructive communication.	✓		I, T
	Ability to negotiate and find solutions overcoming any obstacles whilst retaining the commitment of involved parties		✓	I, T
	Analytical and flexible thinking	✓		I, T
	High levels of motivation, creates a sense of self belief, energy and pride in others about what the Trust is setting out to achieve	✓		I, T
	Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working.	✓		I, T

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS check prior to taking up an appointment with the Trust.