**JOB DESCRIPTION**

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**Post Title:** Head of Finance

**Department:** Finance

**Reports to:** The Director of Business

**Responsibility:** Finance Department staff

**Role Summary**

The Head of Finance manages all Finance Department functions. You will have direct access to the Board of Trustees and will be required to attend committee meetings as requested. You will be expected to attend weekly Finance meetings with the Head Teachers, Director of Business and the Chair of the Finance Committee.

**Organisation**

As a manager you will be responsible for the financial administration of the Trust and all those schools within the Trust, including the consolidation of the Trust accounts.

It is essential that the Head of Finance, the Head Teachers and the Director of Business, work in close co-operation and harmony to achieve the strategic direction and policy objectives of the Board of Trustees. To this end the Head of Finance is required to advise on the financial implications of all policy decisions, including educational ones

**Finance**

* Keeping the accounts of the Trust and preparing annual Statements of Financial Activity (SOFA) and Balance Sheets in accordance with the Statement of Recommended Practice (SORP).
* Safeguarding the Trust’s assets and ensuring the overall business viability of the Trust over the long term.
* Ensuring the Board of Trustees are fully informed of the Trust’s and individual school’s finances on a regular basis.

Specifically:

• Provision of financial and other relevant information to Governors’ meetings and committees, including monitoring of income and expenditure.

* Preparation and supervisory oversight of annual estimates of income and expenditure to include the preparation of departmental budgets.

• Prepare forecasts and business plans (usually over a three year period).

• Maintain cash flow projections for current and future years, including analysing costs and other statistical records.

• Monthly management accounts, school payroll and credit control.

• Identifying and managing tactical and financial risks (including insurance)

* Managing the working capital
* Managing the bank accounts and cash flow.
* Managing the Finance Team on income, debtors and related matters.
* Overseeing all transactions passing through the Ledgers.
* Ensure the Purchase Ledger is used correctly and accurately and that suppliers are paid in a timely fashion, scrutinising all invoices received before passing them for payment.
* Investigate any budget variances and liaise with Senior Managers over any excessive expenditure.
* Administration of the pension schemes in liaison with the Auditors and Payroll.
* Regular review and renegotiation of tenders and contracts and preparing financial appraisals of specific projects.
* Leading the statutory accounts process.

**Payroll**

* Provide checks to the monthly payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
* Analysis and reconciliation of all payroll accounts.

**Administration and Management**

* Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required.
* Maintain contact with all statutory organisations and authorities as appropriate, taking responsibility for timely submission of legislative returns and other aspects of legislative compliance on financial matters.
* Managing the Finance Department staff, meeting regularly and setting clear objectives.
* Responsible for the business and commercial operations of the School including letting of school premises to outside organisations, in partnership with the Director of Operations.
* Ensuring there is adequate insurance cover at all times including employer’s liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover, seeking appropriate professional advice as required.
* Responsible for overseeing all purchasing of goods and services for the School.

**General**

* To take part in such staff training as may be agreed and be regularly appraised.
* To undertake such other appropriate duties as may, from time to time, be required.

The following duties are ones which all staff are required to perform:

* Observe health and safety procedures and work safely at all times;
* To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
* Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;