

**Job Description & Person Specification**

**Head of Finance**

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| Job Description | |
| Job Title: | Head of Finance |
| Pay Grade / Scale / Range: | NJC Points 50 – 53 (£60,272 - £63,473 FTE per annum) |
| Working hours: | Based on 36 hours 40 minutes per week.  Full year |
| Location: | Initially based at Spring Brook Upper Site (Central Office) |
| Staff responsible to: | Chief Financial Officer |
| Staff responsible for: | Finance Team |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 working weeks (for all new staff in the organisation) |

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| Overall Purpose of the Job |

This role partners closely with the Chief Finance Officer (CFO) to drive strong financial governance and value for money across all Trust schools, shared services and trading companies.

This post has strategic financial leadership and contributes to the development and execution of the Trust’s long-term financial strategy, ensuring alignment with organisational goals and sustainability.

The Head of Finance will support the CFO whilst being responsible for the timely and accurate preparation of management accounts, forecasts, budgets and other financial analysis as required, to support the strategic development of schools and the Trust.

The Head of Finance will play a key strategic role in business partnering with School Business Managers/Leads across the Trust, providing expert financial guidance and fostering collaborative working to support effective school-level decision making. The role will ensure consistent financial planning, reporting, and compliance, while building strong relationships that drive value and sustainability across all school.

The post-holder will also take responsibility for the provision of sound financial advice to all academies to facilitate informed decision-making and to ensure robust financial management Trust-wide.

The post holder will be responsible for the overall management and operation of the Trust's Finance Team. This post is responsible for deputising for the CFO when required.

In addition, the post-holder will be responsible for ensuring there is a strong system of internal controls and that all financial processes and procedures are carried out effectively and in accordance with applicable accounting standards and regulations.

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| Duties and Responsibilities |

Team Leadership & Development

* Lead, manage, and develop the finance team, fostering a high performing, collaborative, and supportive work environment.
* Provide coaching, mentoring, and professional development opportunities to team members.
* Promote a culture of continuous improvement and best practice within the finance function.
* Lead the development of multi-year financial forecasts and models, incorporating scenario planning and risk assessment.
* Identify and evaluate financial risks and opportunities, recommending mitigation strategies and capitalising on potential advantages.

Financial Control & Compliance

* Ensure full compliance with the Academy Trust Handbook, DFE regulations, charity law, tax obligations, and all other relevant statutory requirements.
* To oversee the accurate and timely preparation and submission of monthly, quarterly, and annual financial reports to trustees, senior leaders, and regulatory bodies.
* Manage the external and internal audit processes, ensuring timely resolution of audit recommendations.
* Maintain a robust financial control environment, encompassing effective policies, procedures, risk management frameworks, and internal controls.
* Lead the financial onboarding of new schools joining the Trust, ensuring seamless integration and compliance.

Stakeholder

* Management & Collaboration Cultivate strong working relationships with key stakeholders,
* Provide financial training and support to Headteachers and school staff.
* Promote a culture of financial awareness and accountability across the Trust.

Financial Operations & Treasury Management

* Oversee the efficient and accurate processing of all transactional finance operations, including accounts payable, accounts receivable and banking.
* Manage cash flow, investments, and treasury activities, optimising liquidity and maximising returns in accordance with the Trust's financial strategy and risk appetite.
* Oversee the effective management and administration of the Trust's core financial systems.
* Ensure strong financial controls and compliance within all operational areas.
* Collaborate with Headteachers and School Business Managers to provide financial guidance and support in budget preparation and management.
* Monitor financial performance against budget, analyse variances, and recommend corrective actions.
* Develop and utilise financial models, benchmarking data, and key performance indicators (KPIs) to drive efficiency, cost optimisation, and value for money.
* To manage and oversee the payroll service

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| Other Duties |

This job description is not intended to be all-inclusive, and the job holder may be asked to perform

other duties commensurate with the post as directed by the CFO to meet the needs of the organisation.

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| Equipment, Tools, Physical or Special Requirements |

* Cross-site travel will be required.
* Adoption of professional standards of behaviour and appearance at all times in line with the organisation’s expectations and protocols
* Enhanced DBS required

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| Person Specification | |
| Selection Criteria (Essential Criteria emboldened) | Assessed By |
| Education, Qualifications & Training | |
| * **Full professional accounting qualification (ACA, ACCA, CIMA, or equivalent).** | Application Form/Interview & Selection  Certificates / Checks |
| Knowledge & Experience | |
| * At Least five years post professional qualification experience * Demonstrable experience of significant financial leadership at a senior level within a multi-academy trust (MAT), education sector, public sector, or non-profit organisation * Comprehensive understanding of the Academy Trust Handbook, DFE financial regulations, funding mechanisms, and compliance requirements. * Proven track record of success in financial planning, budgeting, forecasting, and resource allocation within a complex organisation. * Extensive experience in managing internal and external audits, ensuring regulatory compliance, and managing statutory reporting obligations. * Experience of finance business partnering or supporting business units to achieve their objectives through robust financial management * Strong analytical skills with the ability to interpret complex financial data, identify trends, assess risks, and develop effective mitigation strategies. * Experience in cost control and value for money initiatives. * Experience with IRIS (PS) Financials and IMP Planner | Application Form Interview & Selection  Certificates / Checks |
| Skills and Abilities | |
| * Up-to-date technical skills and confident preparing UK statutory accounts. * **Strong focus on controls and processes and a high attention to detail**. * Exceptional data analysis and reporting capabilities. * Expertise in Microsoft Excel. * Excellent communicator. * Able to embrace technology to work effectively remotely. * Excellent report writing skills. * Analytical and judgemental skills required to interpret varied and complex information or situations. * **Strong interpersonal skills in order to listen, advise, negotiate and support colleagues**. * Excellent organisational skills with ability to prioritise workload and work to tight deadlines. | Application Form Interview & Selection Certificates / Checks |
| Personal Qualities | |
| * Honest, Integrity and reliability * Ability to calmly prioritise and multi-task. * Ability to work efficiently and accurately under pressure. * Adaptable and able to take on/delegate multiple tasks. * Confident decision maker * Experience of managing and developing financial systems. | Application Form Interview & Selection Certificates / Checks |
| Work circumstances | |
| * To work flexibly as the workload demands * To travel and work at other sites within the New Bridge MAT as may be required * Occasional out of hours working to support school meetings if required | Application Form Interview & Selection  Certificates / Checks |