**RIVER LEARNING TRUST**

**Job Description: Finance Director**

Purpose: To provide leadership and professional management in the financial services of the Trust, and be a member of the Central Leadership Team.

Accountable to: Chief Operating Officer

Responsible for:The post holder will be responsible for the staff in the central Finance team. The post holder will need to build strong and effective professional, supportive relationships across the Trust with school based colleagues where they have no direct line management authority.

Working time: Up to full time (37 hours/week). TT+ arrangements may be considered. At times there will be a need to work a flexible pattern to meet the demands of the role, including possible occasional attendance at evening meetings

Salary: TBC, plus LGPS Pension

Disclosure Level:Enhanced DBS

Responsibilities:

**1. Role Summary**

The Finance Director is directly, and through leadership of the Finance team, responsible for:

* Leading and co-ordinating the Trust’s budgeting and financial forecasting activities and producing timely and accurate reporting against those plans for the Trust Board;
* Ensuring that RLT schools receive regular, timely and accurate budget monitoring information;
* Ensuring that Schools-based staff working on Finance are well supported and trained;
* Management of the Trust’s cashflow position
* Ensuring the Academy’s finance function is properly resourced, in terms of people, knowledge, systems and procedures to ensure compliance with all appropriate regulatory, statutory and fiscal requirements;
* Developing and maintaining a financial regulations and procedures to ensure effective financial control and good practice financial management;
* Maintaining ethical and financial standards commensurate with the Trust’s charitable status.
* Ensuring the smooth on-boarding of new RLT Schools

**2. Strategic Leadership Role**

As a member of the Trust Central Team, the post holder will:

* contribute to the strategic direction of the Trust;
* ensure the Trust makes the best possible use of resources through effective financial planning;
* prepare the Trust’s annual and medium term consolidated financial plans, in consultation with the Chief Operating Officer (COO) and each school’s Senior Leadership Team and Local Governing Body, taking into account performance improvement objectives, future funding projections, and other potential events and activities;
* provide clear information, advice and recommendations to the Chief Executive, COO, Trust Board regarding financial performance and the financial implications of operational decisions;
* understand and advise the Trust Board and Local Governing Bodies on the financial implications of government and local authority policies, and wider trends and developments;
* ensure that educational outcomes for the Trust are supported by astute financial management;
* liaise with and (as appropriate) support Headteachers, Local Governing Bodies and SLTs with budgeting and monitoring advice;
* participate and represent the Trust in external events and bodies so that it is alert to new trends and is familiar with current financial best practice;
* establish a high level of credibility and manage strong, supportive working relationships with internal and external parties, including a wide range of academy staff;
* constantly monitor and evaluate progress against stated financial objectives and targets in the Academy Trust’s plans, initiating and taking any additional action as may be agreed to be necessary;
* promote and safeguard the welfare of pupils.

**3. Financial Management and Compliance**

* prepare and submit statutory financial statements and annual returns;
* prepare and submit estimates and financial/annual returns as required by funding bodies, government departments, and Companies House;
* prepare annual budgets, forecasts and five year financial plans for approval the Trust Board;
* prepare monthly management accounts, and other financial reports for the Trust Board, CE and the COO;
* provide first-class support, guidance and information to Finance and Business Managers and School Business Managers and Finance Officers;
* plan and actively monitor the cash flow of the Trust, setting and implementing creditor and debtor policies and procedures;
* develop and maintain appropriate financial regulations and work with schools to ensure compliance and the effective operation of all financial controls;
* advise Trustees, Governors and Headteachers on external and internal audit arrangements and implement audit requirements as they affect all financial activities;
* as required, assist with funding bids to external bodies to maximise the resources for the Trust, ensuring that any funds received from successful bids are spent appropriately and within timescales;
* maintain grant and restricted fund accounts in compliance with grant conditions, academy accounting and trust law requirements;
* manage the Trust’s bank accounts and working relationship with the Trust’s bank;
* manage the Trust’s tax affairs and the submission of VAT, income tax, corporation tax, national insurance and other tax returns, and ensure that tax obligations are discharged correctly and effectively;

**6. Management of Staff**

* Provide leadership, motivation, support and performance management for the staff in the Finance team;
* Ensure that all staff in the Finance team are appropriately trained and developed;
* Ensure that high standards of professional behaviour, performance and customer care are achieved

**7. Other duties and accountabilities:**

* Keep up to date with legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters, and advise the COO of any material changes and any actions required;
* Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the COO;
* Ensuring compliance with the Academy Trust’s Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity;
* Promoting the Academy Trust’s policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust;
* Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust Executive Team;
* Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level or nature that is not specified in this job description.

*River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

*December 2019*