



Job Description and Person Specification

Post Title	Head of Finance
Salary ISR	30 – 34 (£26,822 - £30,153 fte)
Purpose:	<p>To provide leadership and management to the GFM's finance and business functions to enable the GFM to run smoothly, efficiently and effectively in the delivery of the GFM's core aims.</p> <p>To support the Executive Finance Director and to oversee the management of the day to day operation of the GFM Finance Function.</p>
Reporting to:	Executive Finance Director
Line Management:	Finance Manager & other staff according to the Finance Structure
Working Time:	37 hours per week / 52 weeks per year

Key Responsibilities

1. Production of monthly management accounts.
2. Review and monitor the budget, via monthly management accounts, in line with budget forecast.
3. Support developing and preparing the annual budget and forecasts as part of the GFM's three year and five year plans.
4. Review, manage and adhere to all grant terms and conditions.
5. Upholding good governance and ethical behaviour and ensure the GFM upholds good accounting, reporting and internal control systems.
6. Reviewing GFM policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, EFSA, DfE and HMRC.
7. Providing support to the CE, EFD and all Senior Leadership Teams regarding all aspects of financial management within the GFM.
8. Maintaining effective systems of internal audit control.
9. To take lead role in the administration of the GFM's financial software system.
10. Line management responsibilities for the Finance Manager and any other member of staff as per the finance staffing structure (subject to change).
11. Support the Payroll Manager and become proficient with the Payroll Software Package.
12. Executing the generic duties of a Middle Leader.

Specific Areas of Responsibility

Middle-Leadership Role

- Build a culture of continuous improvement in all operational areas, ensuring succession planning is in place at all levels.
- Ensure the GFM makes the best possible use of all resources through effective planning.
- Promote and safeguard the welfare of pupils/students.

Financial Management and Compliance

- Keep accurate data and financial records of grant expenditure
- Maintenance and control of the coding structure and mapping process on the GFM's financial software system
- To support the preparation and submission of all statutory financial statements and returns.
- To reconcile the GFM's Control Accounts on a monthly basis.
- To support the preparation of an annual budget for the GFM and its Schools within a 3year and 5year financial plan
- Production of monthly Creditor and Debtor reports
- Plan and monitor the cash flow of the GFM, implement creditor and debtor policies and procedures and, working with the EFD, support the treasury management of cash balances, short-term investments and borrowings.

- To update financial procedures and processes as required and, working with the EFD, maintain the Finance Audit Programme checklist.
- To support the EFD with the preparation of the Annual Audited Accounts and maintaining the Year End Schedules.
- To prepare the monthly VAT Claim for the GFM
- To monitor budget holder reports and address any concerns
- To monitor and report on Pupil Premium expenditure.
- To update and monitor the Statutory Fixed Assets and Depreciation records
- Ensure that the financial and management accounting systems are up to date and support all financial and reporting needs.
- Ensure that all financial controls are operating effectively.
- Supporting the preparation of appropriate bids or tender documents to acquire identified additional funds or grants
- Maintenance of online banking facility and user authorisation and access levels
- To maintain a register of future income billing requirements and ensure the timely preparation of sales invoices.
- To have a confident working knowledge of payroll and cover whenever required.
- Keep an accurate record of contracts
- Working with the Finance Manager to proactively implement the GFM's financial procedures manual and EFSA financial Handbook.
- Advising the EFD or CE if fraudulent activities are suspected or uncovered
- To provide support and guidance to any staff in individual academies with financial responsibility
- To provide financial support to the EFD with regards to ad-hoc projects and financial analysis.
- Such other duties as may be reasonably allocated by the EFD or CE.

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Brune Park School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification:	Head of Finance
	<i>Essential/Desirable</i>
Professional Accounting Qualification (eg/ ACA, ACCA, CIMA, CIPFA etc)	<i>E</i>
Significant post qualifying experience and in depth professional knowledge acquired through experience.	<i>E</i>
Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.	<i>E</i>
Understanding of accounting processes and procedures	<i>E</i>
Experience of staff line- management	<i>D</i>
High level of IT competence, literary and numeracy skills	<i>E</i>
Experience of using and supporting others in the use of financial and payroll software packages, (ideally with a working knowledge of PS Financials and Sage but not essential)	<i>E</i>
Strong interpersonal skills with the ability to communicate clearly and confidently.	<i>E</i>
Good level of competence in Excel and Word	<i>E</i>
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	<i>D</i>
Capacity to work under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Good management skills and ability to inspire and challenge colleagues at all levels	<i>E</i>
Commitment to staff's and own personal development	<i>E</i>
Flexible in terms of working patterns and evolution to the role	<i>E</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
High integrity and openness combined with a commitment for good governance	<i>E</i>
Driving licence and own transport	<i>E</i>