Deputy Chief Financial Officer
Job Profile

Post	Deputy Chief Financial Officer (DCFO)
Grade	Surrey Pay, PS10
Salary	£45,680.00 Full-time equivalent *(pay award pending)* £31,725.00 Pro-rata *(pay award pending)*
Hours	Minimum 25 hours per week We offer the opportunity to negotiate additional working hours and flexible working weeks for the right candidate.
Weeks	52 weeks *(Term Time plus some holiday working would be considered for the right candidate)*
Reports to	Chief Financial and Operating Officer

Job Purpose
To support the Chief Executive Officer (CEO) and Chief Financial and Operating Officer (CFOO) in the design and delivery of all aspects of strategic and operational financial management within the Instanter Learning Trust. To exemplify the highest standards of integrity and probity and ensure that these standards are evident in all aspects of the role and in the management of the MAT Finance Team. The responsibilities set out in this job profile are neither exclusive nor exhaustive and the post holder may be required by the CEO/CFOO to undertake appropriate duties within the context of the job, skills and grade

Strategic Financial Management

1. In partnership with the CEO and CFOO, to develop and implement long term financial strategies that align with Trust vision and objectives.

2. To ensure that, in the management of the Trust Finance Team and all other aspects of operational and strategic management undertaken, that there is full compliance with the Academies Trust Handbook, Charity and Companies House statutory requirements, and other ESFA and legislative requirements relating to the management of public funds.

3. In conjunction with the CFOO, to implement, monitor and periodically review robust internal systems and controls to effectively mitigate risk at all levels of Trust financial management.

4. To lead on the forecasting and development of the Consolidated, Trust and School level Revenue and Capital 3-year budget plans in partnership with CEO, CFOO, MAT Finance Team and the School Business Partners.

5. To develop clear, accurate and timely Management Accounts and other financial information to the Trust Board, Trust Committees, Local Governing Committees and other external agencies as required.

6. To attend Trust Executive Meetings and Committee meetings as required to report on financial positioning of the Trust and Trust Schools. To attend Trust Board Meetings in the absence of the CFOO.

7. To support in the periodic review of the policies and procedures that govern financial management across the Trust including, but not exclusively:

   Trust GAG Pooling Policy
   Trust Finance Policies and Procedures
   Trust Scheme of Delegation: Operational Financial Management
   Charging and Remissions Policy
   Fraud Policy
   Travel and Subsistence Policy
   Gift Policy

8. To undertake benchmarking on Trust and School level income and expenditure to analyse the financial efficacy of the Trust and provide a summary of this benchmarking to CEO, CFOO and Trust Board as required.

9. In conjunction with the CFOO, to continually investigate and identify viable opportunities for maximising revenue and capital income to the Trust, assisting with the commissioning and development of bid submissions as required.

Operational Financial Management

1. To support in the implementation and ongoing management and development of the financial software systems adopted by the Trust ensuring that it continues to meet the day to day strategic and operational needs of the Trust and whilst remaining compliant with regulatory provision.

2. To support in the review and update of the DfE Consolidated Chart of Accounts and Trust Level Chart of Accounts to ensure that the Cost Centre and Ledger Structure continues to meet all regulatory requirements.

3. To provide ongoing training and coaching on the use of the financial software system to the MAT Finance Team, School Business Partners ensuring that there is strict adherence to the processes and procedures laid down in the Trust Finance Policy and associated procedures.

4. To support in the verification of General Annual Grant (GAG), 16-19 Funding, Department for Education (DfE) and other government and local funding streams at Trust and individual school level.

5. To lead on the forecasting and development of the Consolidated, Trust and School level Revenue and Capital annual and 3-year budget plans in partnership with CEO, CFOO, MAT Finance Team and the School Business Partners.

6. To lead on the periodic forecasting of the in-year Revenue and Capital Budget Plan(s) to ensure that income and expenditure levels remain within agreed limits or, alternatively, to effectively recommend and manage scenarios in which this is not achievable ensuring that the Consolidated and School level budgets remain within overall budget allocations.

7. To collaborate with the Trust Finance Team to ensure that all aspects of operational financial management are carried out in an accurate and timely manner and that period close and year end routines are strictly adhered to.

8. To maintain a day-to-day oversight of operational financial management, within delegated responsibilities, of schools within the Trust and to liaise with School Business Partners as necessary to provide advice, support and coaching.

9. To be responsible for authorising all invoice and non-invoice payments made by the Trust, ensuring that they are in accordance with agreed supply and cost.

10. In conjunction with the CFOO, to develop a Trust Financial Management Calendar that is made available to all Trust Schools outlining key dates and expectations for School to Trust actions throughout the financial year.

11. In conjunction with CFOO, to develop Budget Planning and Financial Management Toolkits for Trust Schools, incorporating clear workflows to support with induction, training and coaching.

12. In conjunction with the Trust Finance Team, manage the routines associated with period close and to undertake a review and authorisation of the Bank Account Reconciliation, Salary Reconciliation and VAT Reconciliation prior to the period close being finalised on the Trust FMS.

13. To manage the processing and reconciliation of the VAT 126 Returns, ensuring that all claims being made are eligible for reclaim and that there is timely submission of the returns to HMRC.

14. To ensure that monthly prepayments and accruals are collated and processed at Trust and School level.

15. To complete a monthly cash flow analysis on the Trust bank accounts, identifying and managing issues arising in relation to cash management.

16. To support with Extended Assurance, liaising with the Trust's appointed auditors as required and delivering all information requested prior to and during the Extended Assurance visits.

17. To be responsible for Asset Management across the Trust, ensuring that all additions and disposals are accounted for as appropriate with the Trust Balance Sheet and Asset Management System.

18. At Year End, alongside the CFOO, to be responsible for ensuring all Year End routines are completed and Preliminary Close is carried out in a timely manner and all deliverables shared with the Trust Accountants/Auditors.

19. To ensure that all documentation as required by the Trust Accountants, Auditors and CFOO are collated prior to the Statutory Audit and that, during the Audit, all additional information requested is provided in a timely manner.

20. To produce Management Accounts for CEO, CFOO and Trust Board review in a timely manner following period close and year end, ensuring that all key documentation is incorporated. To produce an Executive Summary to provide all stakeholders with key strategic financial information impacting the Trust.

21. To be responsible for the collation, validation and submission of the Termly School Census in conjunction with the Data Management personnel.

22. In partnership with the CFOO, to be responsible for the collation of data for the School Resource Management Self Evaluation submission and to oversee the review by the CEO, CFOO and Trust Board prior to submission.

Payroll Management

1. To work in partnership with CEO, CFOO, HR Business Partner, Heads of School and School Business Partners to develop clear and accurate profiling of salary costs at Trust and School level and being an advocate for developing a clear relationship between Integrated Curriculum and Financial Planning as it relates to salary costs.

2. At period close, to undertake a ledger analysis of payroll costs at Trust and School level and post these costs to Payroll Control and Expenditure Ledgers. To also ensure that the Payroll, Bank and Trial Balance period close reconciliation is undertaken.

3. To ensure that employee level monthly profile to actual reconciliations are carried out at Trust and School level to support accurate and timely reporting of salary forecasting throughout the financial year.

4. Alongside CFOO and HR Business Partner, to maintain an oversight of the Government Gateway PAYE platform with reference to tax coding for all employees across the Trust.

5. Alongside CFOO and HR Business Partner, to maintain an oversight of Teachers' Pensions and Local Government Pensions Schemes, including managing periodic automatic onboarding routines at employee and Trust level.

6. In partnership with CFOO, to facilitate the Teachers' Pensions End of Year Audit, liaising with the Trust's Payroll Providers and appointed Accountants/Auditors as appropriate.

Contract Management and Procurement

1. To work in partnership with CEO, CFOO, and Business Partners to achieve best value, high quality services and supplies to the Trust through a rigorous contract management and procurement programme.

2. To ensure that, in all aspects of Contract Management and Procurement, there is strict adherence to the statutory regulations as they relate to public sector procurement and also to related DfE and Charity provisions. Where available and appropriate, to ensure that framework agreements offered by DfE, CPC, CCS or other routes available at the point of procurement are utilised.

3. To support the CFOO and Business Partners in obtaining and analysing quotations/tenders relating to revenue and capital projects as required, ensuring that due diligence is undertaken on all aspects of pricing, specifications and contracting and ensuring that a Tender/Quotation Analysis or detailed Procurement Report is completed.

4. To assist the CFOO in undertaking all aspect of due diligence, including audit and legal on complex competitive tendering processes and with operational leasing.

Trust Business and Operational Management

1. To keep abreast of all developments in relation to Trust Business and Operational Management including people management and estates management, so to support the CFOO in their role as required.

2. To deputise for the CFOO in their absence, providing support to the CEO, HR Business Partner, Estates Business Partner and School Business Partners as necessary to ensure the effective delivery of Trust Services.

3. To deputise for the CFOO at internal and external meetings as required.

Other

1. To arrange insurance provision with DfE Risk Protection Arrangement and other insurance providers to the Trust in relation to policy cost and management and, as required, submit insurance claims and monitor claims payments.

2. To assist the CEO and CFOO in relation to banking arrangements at Trust and School level.

Training

1. To undertake a programme of study to enhance skills and knowledge associated with the position.

2. To undertake a programme of continuing professional development as determined by the strategic position of the Trust and the educational landscape.

Employee Specification

Qualifications and Training	
Accounting qualification (e.g. AAT, ACA, ACCA, CIMA or CIPFA) or equivalent experience in an education finance leadership role.	Essential
Degree level qualification in any other relevant discipline.	Essential
Work Experience	
Experience of working in a strategic/operational accounting or financial management role outside of education (minimum of 1 year).	Essential
Experience of working in a strategic and operational financial role in educational sector (minimum of 1 year).	Desirable
Experience of line management and/or developing colleagues to achieve the aspirations of the organisation or individual.	Desirable
Skills and Knowledge	
Precision and strong attention to detail.	Essential
Excellent communication skills and emotional literacy.	Essential
Ability to build effective working relationships within the School community.	Essential
Knowledge and understanding of public sector finance, ideally in education or not-for-profit settings.	Essential

Personal Attributes	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust.	Essential
Commitment to promoting the ethos and values of the Trust.	Essential
Ability to work under pressure and to prioritise.	Essential
Ability to work collaboratively and to have a ‘can do’ attitude.	Essential