JOB DESCRIPTION

Trust Finance & Operations Director

**SALARY**: **Circa £65,000 - £70,000 per annum**

**LOCATION**: Trust offices plus travel to trust organisations for meetings

**REPORTS TO**: Chief Executive Officer of the Potteries Educational Trust

*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.*

# POST OBJECTIVE

The Trust Finance and Operations Director will play a major role in the strategic development of the Potteries Educational Trust, taking overall responsibility for leadership and management of finance for the Trust.

The post holder will ensure compliance with all financial, legal and statutory duties, whilst developing and maintaining an effective and efficient approach to business and financial management across the Trust. You will prepare timely, accurate and appropriate reports and financial forecasts for the Trust, reporting to the Chief Executive Officer, Local Governing Bodies, Board of Trustees, Headteachers/Principal and external bodies as required.

Leading Trust operations, you will be central to implementing and sustaining the organisational structure that will support the educational standards and values of the Potteries Educational Trust.

The post holder will liaise with heads of service with responsibility for IT, Data, Estates and Health & Safety, Finance, Marketing and Human Resources within the Trust in order to co-ordinate the business services of the Trust, enabling effective and best practice operations.

MAIN DUTIES AND RESPONSIBILITIES

**Strategic Management**

• Formulate and contribute to the strategic planning of the MAT establishing the policies and plans through which they will be achieved.

* Providing specialist advice and support in relation to the academy sector and upcoming developments to enable the CEO and other leadership groups to be proactive in strategic development.
* Identify and develop strategies and options in all non‐teaching operations that will contribute to the overall effectiveness and efficiency of the Trust, such as exploring internal synergies, and opportunities for partnership and collaborative working.
* Liaise with heads of service with responsibility for IT, Data, Estates and Health & Safety, Finance, Marketing and Human Resources across the Trust enabling effective and best practice operations, ensuring statutory compliance across the Trust.
* Manage and lead staff towards this achievement, including a leading role in staff meetings and training.

• Provide specialist advice and guidance to the Board, committees, and CEO as required.

* Interpret matters of policy/procedure/statute to ensure Trust’s compliance therewith.
* Liaise with relevant stakeholders in promoting the Potteries Educational Trust and organise and manage necessary business meetings and presentations in relation to prospective partners.
* Liaise with the CEO, and other relevant staff as appropriate in organising strategic events.
* Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust.
* Manage and ensure third party contracts and service level agreements for support service provision e.g. health and safety, payroll, HR, IT, data, marketing are implemented, reviewed and actively managed to ensure appropriate provisions of service to academies’ needs at best value and managing any risks.
* To be a member of the Senior Management Team (SMT) and make a full contribution to the strategic development of the College.

**Financial Management**

* To provide strategic leadership to the Trust on finance, audit, compliance and risk management, assuming ultimate responsibility for the financial management of the Trust. To prepare and maintain the MAT’s risk register and ensure that a robust disaster recovery is in place.
* To maintain the accounting records and financial systems of the Trust and its Academies.
* To ensure that all income and expenditure is properly accounted for, and that value for money is achieved when expenditure is incurred.
* To prepare and present an annual budget for the Trust working with all budget holders in the process.
* To develop and maintain appropriate financial management information and management accounting systems to ensure that relevant, timely and accurate financial data and financial analyses are available to the CEO, Trustees, senior leadership teams and all other budget holders in the Trust.
* To provide advice on finance to members of the Trust.
* To keep analyses of costs and other statistical information, such as key performance indicators, Government agency data collection reports, etc.
* To produce monthly, termly and annual reports to the MAT Board and LGB on matters of Finance.
* Preparation of financial forecasts and year-end financial statements and timely completion of statutory returns to the ESFA and other funding agencies. Oversee financial reporting at all levels across the MAT through timely and accurate financial monitoring reports, including Management Accounts for all internal and external parties.
* Ensure full compliance of the financial aspects of running the Trust in accordance with the Academies Financial Handbook and the Funding Agreement and ensure that financial processes comply with standards set by the DFE.
* Lead on due diligence for joiner schools ensuring minimisation of any risk to the Trust.
* Promote a culture of value for money and excellence in resource management ensuring full compliance with procurement regulations.
* Challenge expenditure and investment decisions and support robust corporate governance.
* To ensure the provision of adequate and appropriate internal and external audit functions and ensure that they provide appropriate support and advice to the CEO and Audit Committee.
* Actively explore additional funding streams for the Trust, develop and prepare capital funding bids as appropriate, interpreting criteria and advising colleagues within the Trust to identify future requirements.
* To establish a high level of credibility and manage strong working relationships within the organisation and external partners, eg ESFA, auditors, bankers, Companies House, pension providers.
* To develop a strategy for risk management and control, ensuring risk registers are maintained and that a disaster recovery plan is in place.
* Optimise the benefit to the Trust of funding from grants and other sources, preparing grant applications as necessary and maintaining appropriate records of grant related expenditure and managing submission of grant claims.
* To provide strategic management of Trust financial functions, ensuring compliance with funding body rules and statutory requirements.
* To prepare the three-year financial plan for relevant Academies and central Trust.
* To liaise with Academy Finance Managers on the daily running of Finance teams and processes.
* To advise the Principal and Governors on the financial implications of changes in legislation or funding regulations which impact on the financial management of the College.
* To be a member of the Senior Management Team (SMT) and make a full contribution to the strategic development of the College.
* To oversee banking arrangements and ensure that suitable banking facilities are in place to support the financial operation of the Trust, maintaining key links with bank officials in support of this facility.
* Work with relevant staff to review and negotiate all contractual opportunities, liabilities and services for the Potteries Educational Trust including, but not exclusive to, catering, cleaning, insurance, procurement and capital expenditure.
* Identify and develop strategies and options in all non‐teaching operations that will contribute to the overall effectiveness and efficiency of the Trust, such as exploring internal synergies, and opportunities for partnership and collaborative working.
* Liaise with heads of service with responsibility for IT, Data, Estates and Health & Safety, Finance, Marketing and Human Resources across the Trust enabling effective and best practice operations, ensuring statutory compliance across the Trust.

**Other**

* Promote harmonious relationships within the Trust and to maintain relationships with organisations representing all members of the Trust’s workforce.
* Ensure that statutory Trust policies are in place, and are revised when necessary, with the assistance of staff.
* Lead on the development of Trust’s policies and procedures as guided by the Board and Local Governing Bodies.
* Undertake any other professional duties as reasonably delegated by the CEO.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY**  *(Application, Task, Interview)* |
| Education & Qualifications | Professional accountancy qualification. | ✓ |  | A |
| Degree in Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. |  | ✓ | A |
| Leadership and Management qualification or equivalent level of experience. |  | ✓ | A |
| Experience | Strategic financial planning and management, including budget setting and income generation in an Academy or other similar organisation | ✓ |  | A, I, T |
| Experience of working with a range of external partners. | ✓ |  | A, I |
| Experience of producing financial and management accounts and budgetary control. | ✓ |  | A, I, T |
| Sound knowledge of educational systems. | ✓ |  | A, I, T |
| Experience of working at a senior management level. | ✓ |  | A, I |
| Commercial and business acumen. | ✓ |  | A, I, T |
| Management of contracts, bidding and tendering systems. | ✓ |  | A, I, T |
| Experience of working in an educational setting. |  | ✓ | A |
| Knowledge / Skills | A strategic thinker able to demonstrate a business focus and commercially minded approach. | ✓ |  | A, I, T |
| Experience and ability to manage, develop and motivate staff. | ✓ |  | A, I, T |
| Ability to win support for new ideas and concepts through effective advocacy skills. | ✓ |  | A, I |
| The ability to translate a visionary/innovative concept into a practical implementation plan. | ✓ |  | A, I |
| Knowledge of current legislation affecting such items as accounting requirements, taxation, payroll, pensions and VAT. | ✓ |  | A, I, T |
| Excellent numeracy and literacy skills | ✓ |  | A, I, T |
| Highly developed interpersonal skills and ability to establish effective working relationships with a wide range of partners. | ✓ |  | I |
| Understanding of relevant financial, health & safety, education and its impact on multi academies. | ✓ |  | A, I, T |
| Evidence of and commitment to continuing professional development. | ✓ |  | A |
| An understanding of the academies agenda and funding & financial management arrangements for academies including ESFA reporting requirements. | ✓ |  | A, I, T |
| Ability to speak confidently to a wide range of audiences | ✓ |  | I, T |
| Comprehensive proficiency in various related computer packages | ✓ |  | A, T |
| Behavioural Attributes | A commercially astute and articulate influential leader with the ability to operate at both strategic and operational levels. | ✓ |  | A, I, T |
| A balanced approach to the assessment and management of risk. | ✓ |  | A, I, T |
| Ability to build good relationships and trust with senior management and staff across the Trust as well as external stakeholders. | ✓ |  | I, T |
| Ability to communicate technical information effectively to a non-specialist audience. | ✓ |  | I, T |
| Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure the business delivers to the diverse needs of its customers and encourage social inclusion |  | ✓ | A, I |
| Ensures main strategic priorities are translated into clear objectives and practical actions ensuring resources and activities of teams are aligned for day to day strategic priorities. | ✓ |  | A, I, T |
| Accurate and well organised approach to work maintaining a calm and authoritative manner | ✓ |  | I |
| Manages demanding workloads and competing deadlines | ✓ |  | A, I, T |
| Drives the agenda to secure value for money on goods and services | ✓ |  | I, T |
| Anticipates the need for change and proactively introduces systems to support the transition. | ✓ |  | I, T |
| Maintains a clear sense of purpose and direction during periods of change particularly in the finance sector of the business, proactively consults with others when planning change and supports others during transition. | ✓ |  | A, I, T |
| Ability to interpret legislations and regulations | ✓ |  | A, I, T |
| Plans communication effectively and acts as a role model in providing open and constructive communication. | ✓ |  | I, T |
| Ability to negotiate and find solutions overcoming any obstacles whilst retaining the commitment of involved parties |  | ✓ | I, T |
| Analytical and flexible thinking | ✓ |  | I, T |
| High levels of motivation, creates a sense of self belief, energy and pride in others about what the MAT is setting out to achieve | ✓ |  | I, T |
| Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working. | ✓ |  | I, T |

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the Trust.**