



Guilsborough Academy

Guilsborough Multi Academy Trust

Job Description

Post: Finance and Operations Director

Postholder:

Responsible to: Principal

JOB PURPOSE:

To support and facilitate learning through the leadership and management of the Trust's business services.

KEY ROLES AND RESPONSIBILITIES:

- Undertakes a key role on the Senior Leadership Team (SLT) and provides a strategic lead on all non-teaching and business aspects of school & support staff management /development
- Undertake the duty role of Chief Financial Officer for the Trust as outlined in the ESFA Finance Handbook
- Risk management and Governance
- Financial guidance and compliance
- Business Support services – Personnel & Payroll, Procurement, Contract Management
- Premises and ICT management & development

SLT – Strategic lead

- Attend SLT meetings to provide a business perspective to the organisation and strategic planning as part of the SLT to support the purpose, values & vision of the school.
- Takes the lead in securing future resource requirements to facilitate the implementation of the school development plan.
- Sets clear boundaries for colleagues to ensure compliance with legal and ethical frameworks
- Demonstrates strong leadership skills particularly in terms of change management, policy monitoring and evaluation, problem solving and strategic thinking.
- Develop personal networks and contributes significantly to local, regional and where appropriate national groups and consultations.
- Build a rapport with the wider school community to ensure the views of stakeholders are accurately perceived and acted upon in times of change and development.
- Manage the whole academy and trust administrative function and lead all support staff, including overseeing the appraisal system, structure system and ensure appropriate training and support is available to build in succession planning.
- Provide professional leadership in the management of all Academy support staff.
- To line manage middle leaders of the support staff and other staff as required.
- To promote equal opportunities.
- To implement school policies, as required.

Risk Management & Governance

- Management and reporting of all changes to Directors' information to Companies House including completing and filing of the Trust's annual confirmation statement and People with Significant control form. Keep updated the register of members.
- Attend trustee and governor meetings
- Advise and guide Governors in Risk Management and accountability to ensure compliance with school and company expectations attending all H&S and Environment Governors committee meetings.
- Ensure processes are well embedded to facilitate excellent governance & information sharing and to monitor compliance with legal, regulatory, ethical and social requirements.
- Assess and manage risk to a high level and prioritise accordingly. Maintain the risk register and report to Governors in appropriate Committee Meetings.
- Oversee the Health & Safety programme across the school and aim to ensure all aspects are well embedded in all areas.

Finance

- Carry out the designated role of Chief Financial Officer as part of the ESFA requirements, you will be a key member of the Leadership Team and promote excellent financial management so that public money is safeguarded and used appropriately.
- Responsibility for monthly management accounts and budget reviews.
- Ensures financial probity and accountability frameworks are adhered to.
- Responsibility for the annual budget, working closely with SLT and budget holders to ensure consistency within the MAT's strategic and financial objectives and present to Directors.
- Provide strategic direction in terms of school development, growth and sustainability from a financial and business perspective.
- Responsible for maintaining the MAT's accounts in accordance with the funding agreement and Academies Financial Handbook issued by the funding body and in accordance with financial regulations and procedures. The Finance and Operations Director will ensure that the MAT follows best practice in terms of financial governance and ensure the probity and legislative compliance of all financial transactions including payroll and cash handling and the integrity and suitability of all control mechanisms (audit and risk management).
- Lead the Finance team through annual statutory accounts processes to ensure financial accounts are prepared in line with the Academy framework.
- Continually assess the financial systems and procedures in place to ensure best practice and that the school meets all aspects of the ESFA requirements including submission of all documents and reports to the ESFA by the due dates. This includes but is not limited to the annual three year budget plan, forecast return, statutory accounts and AAR, land and buildings returns.
- Liaise with both internal and external auditors to enable them to operate effectively.
- Proactively manage the MAT's relationship with its bankers, to ensure that appropriate and efficient systems are in place for cash management.
- Continual review and improvement of processes and procedures to monitor and improve efficiency, including responding to Enhanced Assurance Reviews.
- Awareness of appropriate funding opportunities and application thereof.

Business Support Services

- Personnel
 - Oversee the recruitment and selection processes and policies to ensure the school operates within all legal and ethical frameworks
 - Act as the main contact with external specialist partners i.e. personnel, legal and insurance and build a rapport that enables the school to operate with effective guidance & support.
 - Review and update relevant policies and communications across the academy.
 - Provide strategic oversight and guidance to the HR Manager. Advise the rest of SLT on issues that require further or professional intervention seeking specialist expertise from EPM (payroll provider).
 - Oversee completion of staffing returns for DFE and other agencies within statutory deadlines.

- Payroll
 - Oversee the payroll function and ensure all processes and procedures are followed appropriately at all times.
 - Minimise the opportunity for error and ensure all monthly and annual deadlines are met.
 - Engage external contractors for audited annual returns such as EOYC Teachers Pension returns, & LGPS evaluation and prepare all documents associated with these returns.
- Procurement and Contract management
 - Ensuring compliance and procurement in line with the Academies Handbook.
 - Ensure effective use of procurement framework contracts including but not limited to Buying for schools, Crown Commercial Services and ESPO.
 - Provide a central point for all contracts with the school and external parties to be reviewed for liability and value for money.
 - Review the effectiveness of larger contracts that relate to Business support services and advise colleagues as appropriate on educational contracts.
 - Seek legal advice as required and operate within the guidance issued by the ESFA.
 - Responsibility for tendering process for relevant contract renewals under ESFA guidelines
- Premises Management and Development
 - Oversee the use and development of all aspects of the premises and effectively lead the Site Team to ensure the school premises are safe and fit for purpose.
 - Prepare and submit any Capital bids for external funding. Be aware of funding priority areas for CIF bids.
 - Build and maintain appropriate relationships with local councils, contractors and professional services to ensure best value and good working relations.
 - Ensure admin systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and Directors.
 - Oversight of insurance and advise the SLT on appropriate insurances for the academy and implement and manage such schemes accordingly.
 - Carry out reviews of the premises and oversee, via the Site Manager, a rolling programme of repair, maintenance and improvement.
 - Provide the lead on the strategic development and operations of the premises.
- Information Technology
 - Strategic and operational oversight of contractual and budgetary Information Technology Structures.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed Post Holder

Signed Line Manager

Date