

HAMMERSMITH



DIRECTOR OF FINANCE AND RESOURCES

Information Pack
August 2021



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Introduction

The Headteacher invites applications for the position of Director of Finance and Resources. The intention is that the successful applicant will take up post as soon as possible although this is negotiable.

This briefing gives some background on the Academy and sets out the nature of the role and the qualities sought in the successful candidate.

Process

Enclosed with this briefing is an application form and equal opportunity form. The deadline for receipt of all completed forms is **Midday on Monday, 20th September 2021** with interviews being held on **Friday, 24th September 2021**.

The Academy

We seek to appoint an individual of proven leadership and managerial ability, capable of commanding respect in a top level organization. The role will carry a wide ranging remit and the school is keen to consider candidates with extensive management experience from a range of professional backgrounds. We are looking for the right skills and personal qualities coupled with a proven track record of relevant experience in this field of financial and resource management.

The successful candidate will be responsible for all provision in regard to finance and resourcing of the Academy. This is a senior role requiring strong leadership skills and the ability to manage and motivate a committed team of specialist staff. As a member of the senior leadership team, the appointee will also be responsible for helping to shape future strategy.

Job Description

The successful candidate will be a strategic thinker, someone who will work with the Headteacher and Governors to lead the Academy into its next phase of development. At the same time, s/he will need a keen eye for detail and an unswerving commitment to high standards. Previous experience in education is not essential: sympathy for the values and priorities of Academies is. Further information about the school can be found on our website www.hammersmithacademy.org which includes a link to the online prospectus.

<u>Reports to:</u>	The Headteacher (with responsibility for Finance to the Chair of the Finance Committee)
<u>Line manage:</u>	Finance Manager, HR, Office and Data Managers, Facilities Manager
<u>Start date:</u>	Immediate
<u>Salary:</u>	£70K-£80K per annum (FTE)
<u>Hours:</u>	26 days per year holiday entitlement plus normal public holidays.



The Role

- To provide the overall strategic leadership and management for all aspects of Finance, HR, Facilities, Administration and operations support in the Academy
- To ensure that the resources of the Academy are applied effectively and efficiently to achieve the educational aims and vision for the Academy

Key responsibilities

Overall

- To be a member of the senior leadership team responsible for all aspects of finance, compliance, HR, administration, premises and operations support
- To contribute to the achievement of the educational vision for the Academy
- To work with Mercers' Schools, the schools supported by the WITC and schools in their networks to develop high quality systems and services throughout the network
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team (SLT) and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
- To be responsible for the school site and its buildings, their maintenance, development and efficient use
- To advise on all Health & Safety matters
- To have overall responsibility for all support staff
- To deputise for the Headteacher as required in relevant fields of expertise.

Responsible, alongside the Deputy Headteachers and Assistant Headteachers to the Headteacher and through him to Governors: with specific responsibility for financial matters to the Chair of the Finance Committee.

The post holder must be committed to the safeguarding and welfare of all pupils. Further, this post is subject to an enhanced DBS disclosure.

PERSON SPECIFICATION

Qualification Criteria

- Educated to degree level or equivalent
- Professional accountancy qualifications and a record of Continuing Professional Development activities
- CIPD qualification or some suitable level of HR qualification would be ideal but is not essential
- Evidence of well-developed IT skills



Experience

- Experience as a member of a senior management team
- Experience and/or knowledge of schools or education finance, HR and other aspects of education administration would be desirable, but is not essential
- Knowledge and experience of financial management systems
- Experience of leading and managing budgeting and reporting processes in an organisation
- Experience of working with a range of internal and external partners including non-finance personnel
- Knowledge and experience of managing procurement, contracts for services, health and safety
- Extensive experience of managing and motivating staff
- Working knowledge and experience of employment law and best practice

Specific skills

- Exceptional organisational and planning skills
- Excellent written and oral communication skills
- Ability to prioritise and manage conflicting demands
- Ability to interpret complex legislation regulations etc.
- Ability to influence and participate in the Academy management processes
- Proactive and innovative demonstrable approach to work
- Proven high level negotiation skills
- Political nous
- Highly developed interpersonal and motivational skills
- Stamina and a sense of humour
- An ability to be ambitious and aspirational for self and others

Governance

- To prepare and maintain Academy risk register. Prepare and update control measures as required and in line with termly Governors' meetings
- To prepare all paperwork for termly finance Governor committee meetings as well as appropriate reports for full Governors
- To maintain the Academy's data protection, its policies and to ensure all other relevant policies are in place, updated and observed, to act as compliance officer for the Academy
- To ensure completion of Governors and other relevant leadership register of business interest (declaration of pecuniary personal interest)
- To keep the Edu base public patrol and secure access data upload for the school



Financial

- To be responsible for all financial and accounting procedures
- To have a direct line of communication with the Chair of the Finance Committee on all matters relating to finance
- To prepare an annual plan and budget with the support of the Headteacher and to ensure achievement of the budget when approved by the Full Governing Board (FGB)
- To establish and keep updated computer-based financial and management accounting systems for the Academy – the Academy uses PS Financials and Sage 50 Payroll.
- To prepare management and financial accounts as required for the Governing Body, including balance sheet, reforecasts and key performance indicators where appropriate.
- To ensure the effective implementation and operation of financial controls within the Academy
- To prepare cash-flow forecasts to ensure that the Academy's cash position is consistent with its obligations, monitoring creditors and debtors.
- To assist the SLT in the Academy and supervise other staff in the operation of the Academy's financial systems
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Governing Body, and by outside bodies including the ESFA, Companies House and HM Revenue and Customs
- To act as the key contact for the annual audit of the Academy's accounts
- To maintain regular liaison with banks and auditors
- To act as Company Secretary to the Hammersmith Academy Trust, and ensure accurate and timely submission of returns to Financial authorities and the Charity Commission
- To support staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- To liaise with the Responsible Officer
- To keep up to date with current legislation and best practice including new directives from the ESFA
- To ensure the Academy receives value of money

HR

- To manage the administration of personnel matters for staff, including reviews and authorization of contract of employment.
- To ensure that the Academy is compliant with all HR policies and procedures
- To understand and accurately apply the Governors' Pay and Conditions policy
- To deal with all matters relating to remuneration and pay roll, including; HRMC queries, National Insurance, pensions, benefits in lieu of pay (travel loans etc.)
- To monitor the recruitment procedure and ensure that the safer recruitment guidance within the Governors' 'Staff Appointment Policy' is adhered to
- To ensure that all personnel files are kept secure in line with data protection legislation, and are accurate and up-to-date. Further that the School Single Central Register (SCR) is also accurate and up-to-date
- To act as adviser on other issues, grievance and discipline matters and making recommendation to the governing body



- To prepare annual costed staffing plans for approval by the governing body and head
- To liaise with union representatives as and when the need arises
- To provide support to the Headteacher and SLT with regard to HR issues/case work such as disciplinary, capability and so on
- To be an active participant in the Academy's performance management processes, which will include an annual review and regular review of all roles and responsibilities in the interest of the Academy's needs
- To lead and work closely with the HR team with regard to day to day issues and long term strategic plans
- To ensure compliance with all relevant employment law

Facilities and Estate Management

- Through regular contact with the Facilities manager and premises staff, ensure that the proper maintenance and repair of the school is carried out, and progress monitored
- To ensure the appropriate placing and monitoring of all service contracts including security, cleaning and catering
- To maintain overall responsibility to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises
- Purchase, repair and maintenance of all furniture, equipment and fittings,
- Through effective line-management, ensure clear monitoring of the work of on-site contractors and arrange for estimates for work
- Through effective line-management monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate
- To project manage proposed new build and any other capital works

Administration and Data

- To have overall responsibility of the management of an effective administration service to students and staff throughout the central administrative offices and reception (note, there is an Office and HR manager)
- To ensure effective administrative systems and procedures for all departments within the Academy, and to support staff to ensure that these systems and procedures are properly implemented and effectively controlled
- To deal with all insurance correspondence and communications for the Academy, overseeing visits ensuring that necessary paperwork is completed to enable insurance cover to be effective and delegating to the Facilities Manager when appropriate
- To ensure accurate completion of all data returns to the ESFA (termly student census and annual workforce census)

Health & Safety

- To be responsible for the oversight of the management and coordination of the Academy's health and safety policy including regular reporting to the Governing Body (the Facilities manager has day to day responsibility)
- To effectively line-manage the Facilities manager, to ensure the installation and maintenance of equipment for protection against and escape from fire



Procurement

- To ensure compliance with Public Sector procurement rules
- To achieve for the Academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To ensure the hire of facilities for the Academy is done within approved procedures and guidelines
- To maintain appropriate records of tender procedures followed

Payroll

- To manage the operation of one in house payroll function(majority completed by Finance manager)
- To prepare reports and returns as required including PAYE expense payouts, apprenticeship levy, NI. Pensions and any other relevant payments
- To ensure all government returns are submitted accurately and on time
- To deal with all personnel matters relating to salary, pension and HMRC
- To maintain appropriate records of tender procedures followed

Line Management Responsibilities

- To manage the staffing operation of the General Office and all administrative/premises staff
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery
- To manage Staff Attendance and Leave to ensure a continuous service throughout the year
- To oversee support staff career development including the appraisal scheme and reviewing training requirements
- To monitor the effectiveness of the support staff establishment to meet the needs of the school

- To carry out other reasonable tasks from time to time as directed by the Headteacher.