



## **HEAD OF FINANCE AND OPERATIONS**

### **REPORTING ARRANGEMENTS:**

- Reporting to: Headmaster
- Accountable to: Headmaster and Governing Body (directly or through its sub committees, particularly the Finance and Resources Committee, and the FBS Foundation)
- Direct reports may include HR Manager, Senior Finance Officer, Facilities Manager, Catering Manager and IT Manager

### **JOB PURPOSE:**

The key objectives of the role are to:

- Work closely with the Headmaster, Senior Leadership team and Governing Bodies to realise the educational objectives agreed with the governing stakeholders each year, and
- Be a Trustee of the FBS Foundation
- In support of these objectives, the Head of Finance and Operations will
  - act as the Chief Financial Officer of the school as set out by the Academy Trust Handbook
  - be responsible for the efficient management of the school's financial resources, including overseeing procurement processes and assigned contractual relationships
  - maintain and strengthen the financial systems and controls of the school
  - be responsible for ensuring assigned school policies are reviewed annually, they remain appropriate and are complied with
  - manage, support and develop assigned support staff in the furtherance of their roles
  - promote the ethos of the school (Christian faith, Boys, Enterprise) at all times, and
  - dependent upon experience, oversee the effective management of the school facilities and IT

### **DUTIES AND RESPONSIBILITIES (covering both FBS and FBS Foundation entities in each case)**

#### ***Strategic planning, Budgeting and monitoring***

- Maintain the school strategic plan, ensure it is consistent with the School Development Plan and that it is reflected in the school budget.
- Prepare annual budgets for approval by the Governing Body. These should support the school development aims and meet DfE and other regulatory requirements.
- Provide monthly re-forecasts to ensure budgets are continually monitored.
- Prepare monthly management accounts and other papers as agreed with the Headmaster and Governors to enable them to fulfil their responsibilities.
- Provide timely departmental financial analysis to assist department heads in the management of their budgets.
- Ensure cash is effectively controlled, managed and maximise the income earned from bank balances.



### ***Financial reporting***

- Manage the year end audit process, ensure all financial and non financial information is prepared and provided to the auditors on a timely basis;
- Ensure all financial returns as required by external agencies are prepared and submitted on a timely basis

### ***Compliance***

- Be aware of and ensure compliance with legislation and regulation pertaining to the school in an enabling and facilitating manner
- Ensure the school operates at all times within the requirements of the Trust's Financial Handbook and according to the Scheme of Delegation and other Governor decisions
- Regularly review accounting systems, procedures and working practices to ensure compliance.
- Advise the Headmaster and Governors if fraudulent activities are suspected or uncovered
- Ensure the school complies with all regulatory requirements and other legislation and that all payments to regulatory authorities are correct and paid timely on a timely basis.
- Manage the school's pension requirements including liaison with Teachers' Pension Agency and LGPS administrators, and ensure timely payments.

### ***Procurement***

- Ensure the school achieves best value for money in all financial transactions and follows the formal authorization and approval process as set out by the school processes and the Academy Trust Handbook
- Advise budget holders on planning and spending to ensure the legitimate, cost effective and appropriate use of funds.
- Ensure that the procurement process is complied with and that all material expenditure is supported by a robust business case which is presented to the Headmaster and/or Governing Body for approval.
- Ensure suitable finance agreements are implemented with appropriate providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.

### ***Financial Processing***

- Ensure all financial transactions and journals are processed accurately on a monthly basis (includes processing transactions and journals within the financial system).
- Maintain and manage the MIS and accounting system.
- Monitor and ensure the correct funding is received from Education and Skills Funding Agency.
- Ensure all balance sheet and bank accounts are reconciled on a monthly basis.
- Ensure an adequate control environment is in place and is supported by the effective operation of appropriate internal controls.
- Ensure the proper administration of school trips and ensure that resources are available
- Oversee the receipt and recording of all catering, trip and other income
- Ensure all monies due to the school are paid over on a timely basis and make sure the school debt policy is properly followed.
- Ensure VAT is reclaimed on a timely basis and monitor receipt of VAT reclaims.
- Ensure all received cash is recorded accurately and banked on a timely basis.
- Apply for any relevant ad hoc grants that may become available through LEA or DfE



### ***Payroll***

- Ensure pay structures are in accordance with policy set out by the Governing Body and that any changes are accurately reflected in the payroll.
- Ensure the monthly payroll is properly prepared and data is provided to the payroll provider on a timely basis
- Ensure that returned payroll reports have been properly processed
- Ensure the accurate recording of all payroll information in the accounting software and that correct payments and deductions are made to all staff and external agencies.
- Ensure the preparation and timely submission of monthly Pension Returns (TPS and LGPS).

### ***Company Secretarial and Legal***

- Oversee company secretariat services to the Governing Body and Foundation.
- Ensure all governance requirements, legal duties and responsibilities are carried out as required by Company law and the Department for Education's regulatory framework.
- Act as Data Protection Officer and Responsible Person for Health & Safety
- Ensure all Governing Body meetings and committees are properly administered and papers are distributed on a timely basis.
- Work with the school's lawyers to provide legal support where required.

### ***Human Resources***

- Ensure all staff employment records are properly maintained.
- Ensure that due process is followed when recruiting new staff and that appropriate employment contracts are issued.
- Ensure all staff have the proper DBS checks and have attended relevant child protection and any other regulatory training requirements.
- Manage the staff handbook and ensure that staff contracts are kept up to date and comply with legislation.
- To take part in all required CPD and have a positive, invested attitude towards your professional development
- Support HR advisor and Headmaster with staffing issues as required
- Review job postings, offer letters, employment contracts and variations prior to issue and ensure pension opt out forms are completed and filed
- Prepare annual pay review documents for discussion with the Headmaster and Pay Review Committee and implement recommendations including issuance of pay review letters, annual salary statements for staff

### ***FBS Foundation***

- Manage and report on the Foundation's donor database
- Manage and report on the Foundation's donation processing system (currently CAF) and all other donations sources
- Ensure all committed regular donations have been set up by donors and are being received on a timely basis
- Prepare the Foundation's monthly financial accounts and annual statutory accounts
- Manage Foundation payments and ensure that FBS Foundation bank accounts are reconciled each month



- Ensure all regulatory filings are completed on a timely basis
- Ensure Gift Aid returns are properly completed and that reclaims are submitted on a timely basis
- Actively participate in and contribute to monthly Foundation meetings
- Manage the Foundation action plan and work with stakeholders to ensure actions are being completed on a timely basis
- Work closely with the FBS Foundation and FBS Friends teams to understand activities and potential amounts being raised for inclusion in monthly reporting to the FBS Foundation and Finance and Resources sub committee
- Act as interface between the school and Foundation and Friends to ensure that events and activities are properly scheduled and carried out
- Provide support to the FBS Foundation team in the furtherance of their objectives

***Facilities management (subject to candidate experience)***

- Manage the facilities management team in the completion of their work
- Ensure quotations are received as required for ad hoc works
- Ensure planned preventative maintenance has been carried out on schedule and in line with contracts
- Review actions arising from annual fire and legionella risk assessments and other external reports
- Develop and maintain three year facilities plan for the school

***IT (subject to candidate experience)***

- Manage the IT team in the completion of their work
- Annually review the website and updates where required
- Review IT contracts and budgets with IT manager periodically
- Review the IT strategic plan annually

**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 postholder. It includes any other duties deemed necessary by the Headmaster.