**Trust Head of Finance Job Description**

# Main Purpose of the post

Working to the Chief Financial Officer to ensure that the Trust has robust financial procedures which comply with the ESFA Academy Trust Handbook and to work with the Trust’s Executive Leadership Team and OSFC Senior Leadership Team to manage annual budgets and ensure value for money.

To provide leadership to the Trust Central Finance Team and to support the Trust Payroll Officer with the Trust’s payroll function. To provide ongoing support to academy finance/admin staff in relation to Trust finance processes and procedures.

This role may change over time with the development of the Trust and therefore it is not possible to set out a full range of duties. The following is an indicative list. It is not in order of importance.

# Summary of Main Duties and Responsibilities

# Leadership and Management Responsibilities:

* Play a leading role in promoting the Trust’s mission, values, strategic aims and objectives.
* Contribute to the development and implementation of the Trust’s Strategic Plan.
* Support strategies, plans and organisational climate that will enable all academies within the Trust to be outstanding and exceed the expectations of its staff, learners and employers.
* Embed a culture of high performance and service excellence and lead on the promotion of positive behaviour in Trust.
* Provide positive and supportive team leadership and effective communication.
* Manage the day to day running of the finance department, including recruitment and line management of staff, developing working methods, setting targets, developing staff skills and capability and managing performance.
* Implement the Trust’s quality procedures.
* Regularly review and update policies, procedures and processes to meet Trust needs.
* Attend and contribute to meetings, share good practice and take a lead on relevant initiatives.

**Specific Responsibilities:**

* Ensure appropriate financial processes are in place to comply with the requirements of the Department for Education (DfE), Education and Skills Funding Agency (ESFA) and other funding bodies
* Maintain awareness of financial developments and financial protocols with the DfE and ESFA and other funding bodies
* Manage end of month procedures including monitoring budgets and compiling monthly management accounts for submission to the Chief Financial Officer
* Assist the Chief Financial Officer in compiling annual budgets for the Trust
* Monitor budgets and report to appropriate bodies
* Monitoring grant funding spends to ensure compliance with funding agreements
* Maintain appropriate financial records and submit data for statistical returns and evidence of grant funded expenditure
* Maintain the Trust fixed asset register and ensure that annual inventories are undertaken.
* Act as the Trust’s administrator for credit cards including ordering new cards and updating card limits
* Support the internal/external audit function by acting as the main point of contact for all Trust financial audits
* Oversee and liaise with insurance companies on all matters, including claims, relating to Trust insurance and advise the Chief Financial Officer and/or the Principal on insurance matters
* Oversee the administration of student bursaries/free school meals maintaining records and reports as required
* Oversee the collection of all Trust income including the administration and maintenance of payment systems
* To be a bank signatory and manage payments via On-Line banking software
* Manage and support all users of the Trust’s accounting software and take a lead on maintaining budget setting software
* Assist the Chief Financial Officer in preparing accounts and reports to inform the end of year accounting process
* Work with the Chief Financial Officer to produce the Pinnacle Learning Trust’s annual financial three-year plan and Budget Forecast Returns for submission to the ESFA
* In conjunction with the Chief Financial Officer liaise with external contractors on all matters relating to the Trust catering service
* Prepare VAT returns for the Trust and submit to HMRC
* To provide support and guidance to the Payroll Officer
* To administer, develop and maintain the finance systems and liaise with software providers as required

**Payroll**

* Maintain pay spines and grades within the payroll system, in line with relevant pay awards
* Review payroll variances prior to payroll approval and complete relevant monthly monitoring forms
* Have day to day contact with the Trust Payroll Officer to assist with complex calculations and financial advice

**Requirements of All Trust Staff:**

* To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
* To comply with the Trust’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
* To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
* To attend briefings and staff meetings as required.
* To participate in the Trust’s Performance Management Review scheme and undertake professional development and training as required.
* To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
* To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal or designated alternate.

## Relationship to other posts within the Trust

**Line Management from:** Chief Financial Officer

**Supervision given to**: CentralFinance Team

**Supervision received:** Executive Principal

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| --- | --- | --- |
| Job Specification Review Cycle | Date | Initials |
| New post | June 2021 | JDU |
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PERSON SPECIFICATION: Trust Head of Finance

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

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| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Experience |  |  |  |
| Experience in a finance role | 🗸 |  | Application/Interview |
| Experience of working within the education/academy sector |  | 🗸 |  |
| Experience of MIS and reporting systems. | 🗸 |  | Application/Interview |
| Experience of developing and leading on new initiatives. |  | 🗸 | Application/Interview |
| Skills and Knowledge |  |  |  |
| Excellent leadership and management skills and ability to inspire, challenge and empower others and develop new working practices. | 🗸 |  | Application/Interview |
| Strong organisational and time management skills. | 🗸 |  | Application/Interview |
| Excellent IT skills and working knowledge of Microsoft Office. | 🗸 |  | Application/Interview |
| Understanding of funding in the academy sector |  | 🗸 | Application/Interview |
| The ability to maintain quality and organisational procedures for the efficient running of the Trust Central Finance Team | 🗸 |  | Application/Interview |
| Education and Qualifications |  |  |  |
| Relevant accountancy qualification (minimum AAT Level 4) | 🗸 |  | Application/Interview |
| Good standard of education. | 🗸 |  | Application |
| Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills. | 🗸 |  | Application |
| Commitment to ongoing professional development, and staying abreast with developments in the field. | 🗸 |  | Application |
| Attitude and Personal Qualities |  |  |  |
| Accuracy and attention to detail. | 🗸 |  | Application/Interview/References |
| Ability to build relationships and influence within all levels of an organisation. | 🗸 |  | Application/Interview/References |
| Ability to work on own initiative and have confidence in to dealing with problems as they arise in a professional manner. | 🗸 |  | Application/Interview/References |
| Ability to multi-task, work under pressure and organise the work of self and others in order to meet deadlines. | 🗸 |  | Application/Interview/References |
| A proactive approach and ability to initiate change. | 🗸 |  | Application/Interview/References |
| Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others. | 🗸 |  | Interview/References |
| An enthusiastic and flexible approach to working routines and practices. | 🗸 |  | Application/Interview/References |
| Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately. | 🗸 |  | Application/Interview/References |
| Patience and ability to remain calm. | 🗸 |  | Interview/References |
| Suitability to work with children. | 🗸 |  | Enhanced DBS clearance/References |
| Commitment to equality of opportunity and anti-discriminatory practice. | 🗸 |  | Application/Interview |
| Sensitivity to community issues. | 🗸 |  | Application/Interview |