

Job Description

Post Title	Director of Finance and Resources
Responsible to	Executive Headteacher/Chair of RCT
Responsible for	Finance Team, Premises Team, Community Team, Catering Team, HR Team, ICT Team

Core Purpose of the Role

The Director of Finance and Resources will provide the overall strategic and operational leadership and management for all aspects of Finance, HR, ICT, Community Usage, Premises, Catering, Administration and operations support across the Trust with responsibility for planning and overseeing significant capital projects

The Director of Finance and Resources will develop, lead and manage support staff ensuring that the financial resources of the Trust are deployed effectively and efficiently to achieve the educational aims of the Trust.

Due to the strategic nature of this role, there is a requirement of the post holder to attend Board meetings of the Trust.

Key responsibilities

Overall

- To set out the strategy for all areas of responsibility in line with the overall educational strategy of the Trust.
- To be a member of the Trust Leadership Team, contributing to strategic planning and decision-making and attending Trust Board meetings, and LGB meetings, as required.
- To deliver operationally in a high-expectations environment to enable the Executive Headteacher, Heads of School and other senior leaders to focus on the delivery of the Trust's vision.
- To be responsible for all aspects of Finance, HR, Payroll and Pensions, ICT, Catering, Premises, Community Usage, Administration and operations support to contribute to the achievement of the educational vision for the Trust.
- To work with other schools and academies in the Trust to develop high quality systems and services throughout the network, offering support where required.

Financial

- To be responsible directly to the Executive Headteacher and to the Trust Board for all financial and accounting procedures, including the Scheme of Delegation.
- To control, monitor and evaluate the Trust finances, ensuring compliance with financial requirements and ensuring value for money.
- To be responsible for budget planning, scenario planning, preparing an annual plan of Trust priorities in consultation with the Executive Headteacher, salary forecasts, and the annual budget for approval by the Trust Board.
- To be responsible for managing financial inspections by internal and external audit and other bodies and acting on any recommendations made.
- To be responsible for the development and implementation of robust financial systems and processes which include on-going review and improvement to meet the Trust's needs.
- To prepare the clear and timely management and financial accounts as required for the Executive Headteacher and Trust Board.

- To ensure the effective implementation and operation of financial controls within the Trust and support budget managers with budget reports and budget management.
- To source, oversee and advise on bids, grants and claims for funding, ensuring all streams of revenue are fully secured and accounted for.
- To ensure any tax obligations are discharged correctly and effectively.
- To be responsible for the production, maintenance and review of the Trust risk register and take action to address any high-risk areas.
- To prepare cash-flow forecasts to ensure that the Trust cash position is consistent with its obligations and to invest surpluses to ensure the best financial return for the Trust.
- To manage other staff in the operation of the Trust's financial systems.
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Trust Board and by outside bodies including the EFA, Local Authority, pension schemes and Her Majesty's Revenue and Customs.
- To develop relationships with and to maintain regular liaison with banks and auditors to meet the needs of the Trust.
- To monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.
- To ensure that effective credit controls are in place in respect of income, i.e. catering, lettings, etc.
- To act as cost centre manager for specific budget areas.

Capital Projects, Premises Management and Security

- To identify, plan, oversee and deliver significant capital projects to enhance the provision and capacity of the Trust. This is to include identifying and securing appropriate funding sources, managing relevant stakeholders, and ensuring projects are complete on time and to budget.
- Be responsible for the cost-effective maintenance and cleaning of the sites and site security and safety.
- To ensure appropriate reporting, monitoring and control systems relating to the Trust's internal building fabric and furniture, including the maintenance of the asset register.

Purchasing and Lettings

- To achieve for the Trust the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the Trust, to ensure that services are delivered to a high quality and support the operation of the Trust.
- To oversee the management of the letting of the Trust's facilities within approved procedures and guidelines ensuring full utilisation of facilities and exceptional income for the Trust.

Health and Safety

The post holder will be responsible for ensuring that all Health and Safety legislation, policies and procedures are in place and adhered to.

- Through the Operations Manager oversee the day-to-day management of Health and Safety within the Trust.
- To take part in regular fire and health and safety risk assessment visits and reviews.

Human Resources

- To manage the HR function of the Trust.
- To understand and accurately apply the Trust Pay Policy.

- To oversee all matters relating to payroll, including Her Majesty's Revenue and Customs queries, National Insurance, benefits in lieu of pay (travel loans etc.), Give as You Earn scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll.
- Lead contact for employer pension matters and scheme administration for the Teachers' Pension and Local Government Scheme including auto enrolment, opt outs and annual returns.
- Monitor the recruitment procedure to ensure safer recruitment guidance within the Trust's Recruitment Policy is adhered to.
- To provide support to the Executive Headteacher and SLTs about HR issues/case work such as disciplinary, capability etc.
- To lead on and be an active participant in the Trust's appraisal processes for support staff, which will include an annual review and regular review of roles and responsibilities in the interest of the Trust's needs.
- To liaise and work closely with the HR team about day-to-day issues and long-term strategic plans, including close liaison with the EHT to conduct reviews of the Trust staffing structure to ensure ongoing sustainability, efficiency and effectiveness
- To provide necessary information as and when required from the HR team.

ICT Support

- To proactively manage the ICT Services Team to ensure outstanding ICT provision for all staff and students is delivered, and that all are efficiently supported on a timely basis.
- To liaise with ICT Services Team to ensure that those aspect of the Trust's ICT systems which are managed centrally also deliver the requirement of the Trust.

Leading, Motivating and Developing

- To serve as a member of the Trust leadership team, as a positive and proactive leader of the Trust.
- To develop, enable and strategically lead a team of support staff to deliver the vision for the Trust against its strategic priorities and timescales and to deliver effective support services across the Trust.
- Strategically manage the recruitment and selection of support staff in accordance with Trust's workforce strategy.
- To support the Senior Leadership Teams in managing change and actively promoting its on-going progress.

Administration

- To provide oversight of effective administration systems throughout the Trust.
- To deal with all insurance correspondence and communications for the Trust, ensuring that necessary paperwork is completed to enable insurance cover to be effective.
- To ensure that the Trust complies with Data Protection and Freedom of Information legislation, in conjunction with the Trust Board.

Trust Ethos and Culture

- Support the Senior Leadership Teams in fostering a strong sense of community and ethos among both staff and students.
- To keep abreast of developments and changes in the sector advising the Executive Headteacher and Trust Board where appropriate and to be able to implement change in relation to legal and compliance issues as well as best practice.
- To drive forward change and initiatives which promote regularity, propriety, value for money and best standards.

- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour and, caring and respectful relationships.
- Act as a positive role model to staff and students.

Other

To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation.

To carry out other reasonable tasks from time to time as directed by the Executive Headteacher or the Trust Board

Accountability

The Director of Finance and Resources is directly accountable to the Executive Headteacher for all aspects of financial management. The Director of Finance and Resources is also expected to work closely with other members of the Trust Leadership Team and the Trust Board.