

## Senior Leadership Team - Job Description – January 2019

### SLT – Chief Financial Officer

<b>Post Title:</b>	<b>Chief Financial Officer</b>
<b>Role:</b>	<p>The Chief Financial Officer (CFO) is tasked with managing all of the financial aspects of the Academy, with the primary purpose of supporting the achievement of outstanding educational outcomes for the Academy's pupils.</p> <p>The primary performance criterion for the role is to secure, through providing effective and efficient operational support, the best possible educational provision in the Academy.</p> <p>The CFO will report to the Academy's Principal.</p> <p>The CFO will take responsibility for the finance team and Business Manager within the school to form a Business Unit providing effective services to the Academy, by:</p> <ul style="list-style-type: none"> <li>• Supporting and facilitating the business to be financially successful and sustainable.</li> <li>• Assisting the Principal and SLT with the creation of business strategy.</li> <li>• Ensuring Quality Assurance and probity in all aspects of the Academy's financial activities.</li> <li>• Ensuring that all operations are as cost effective as possible</li> </ul> <p>The position also incorporates the role of Company Secretary and Chief Financial Officer (CFO) for the Academy, taking responsibility for ensuring financial compliance with statutory and legal requirements; as well as being responsible for financial management and reporting across the Academy.</p>
<b>Purpose:</b>	<p>Assist and challenge the Budget Holders, Principal and Governors to develop an optimum budget for the Academy, including developing a strategic forward financial plan.</p> <p>Financial management and reporting, ensuring the Academy makes the best possible use of available resources including Income generation</p> <p>Line management of Finance Team and Business Manager, Office Manager</p> <p>Day to day management of third party contracts, and Academy services and activities</p> <p>Risk Management and Health and Safety compliance</p> <p>Oversight of payroll</p> <p>Oversight of property/premises management, maintenance and enhancement</p> <p>Development and oversight of effective administrative systems</p> <p>Develop, operate and maintain an effective IT infrastructure for the Academy</p>

<b>Reporting to:</b>		Principal
<b>Responsible for:</b>		Finance Team and Business Manager
<b>Liaising with:</b>		All stakeholders including Senior Management, Chair of Governing body, Chair of Finance committee; Chair of audit committee Professional advisers including auditors, accountants and bankers Investment advisers, HMRC Relevant personnel within funding bodies.
<b>Working Time:</b>		Full time / Flexible / Term Time Only <b>TBC</b>
<b>Salary/Grade:</b>		Local Government Salary Scales <b>TBC</b>
<b>Person Summary</b>		<ul style="list-style-type: none"> <li>• A dynamic and proven leader of operational teams and services with an appetite for continuous improvement and a drive to succeed in an education setting.</li> <li>• An awareness of and commitment to the provision of outstanding secondary education.</li> <li>• A proven ability to meet the statutory and regulatory requirements of a complex organisation across key areas such as Finance, Health and Safety, operating with probity and strong Quality Assurance.</li> <li>• A strong understanding and knowledge of accounting and finance systems and procedures</li> <li>• A proven track record of managing and negotiating contracts and delivering real benefits in improving the financial efficiency of the organisation.</li> <li>• A strong communicator, able to work equally adeptly with Board Members, Head-teachers, contractors and internal service teams; as well as the ability to provide critical challenge to existing practices at all levels, and create more effective alternatives.</li> <li>• A shared commitment to our "no excuses" culture with a work ethic and drive to match that of the Academy in improving education and life chances of the communities we serve.</li> </ul>
<b>MAIN (CORE) DUTIES :</b>		
<b>Specific</b>		<ul style="list-style-type: none"> <li>• Management of the Academy's financial position at a strategic and operational level within the framework for financial control approved by the Board of Governors.</li> <li>• Ensure that the Academy processes and procedures are compliant with statutory and regulatory requirements.</li> <li>• Ensure the Academy account processing, reconciliations and processes are performed as outlined in the Academy Finance Handbook.</li> <li>• Ensure that the annual accounts are properly prepared, audited, presented and adequately supported by the underlying books and records; including the maintenance of effective systems of internal control.</li> <li>• Preparation of annual budgets and medium term financial plans; managing cash flow across the Academy.</li> <li>• Ensure returns to EFA and other funding agencies are completed correctly and on time; ensuring returns to statutory agencies are completed.</li> <li>• Contribute to the strategic direction of the Academy and the development and implementation of the Academy's Development Plans.</li> <li>• Develop a three-year financial plan, taking into account DfE and relevant government guidelines, and other sources of information about budget trends and local pupil demographics. Review this Plan annually, reporting</li> </ul>

	<p>to the Principal and Governors.</p> <ul style="list-style-type: none"> <li>• Prepare the monthly management accounts, forecasts and other financial and non-financial reports of the Academy, explaining all significant variances and trends to all relevant stakeholders, in accordance with agreed timetables.</li> <li>• Oversee the Academy payroll, ensuring monthly payroll information is correctly entered for all employees, payroll returns are correctly completed in accordance with the required deadlines and the payroll is reconciled monthly.</li> <li>• Optimize the benefit to the Academy of funding from grants and other sources, ensure that funding is appropriately used and compliant with DfE statutory guidelines.</li> <li>• Carry out an annual premises review (Conditions Survey) and develop from this a 3-year Premises Maintenance and Improvement Plan (PMIP), including coping with any significant changes in local pupil demographics.</li> <li>• Review IT infrastructure performance termly and develop and a 3-Year IT Plan (ITP), encompassing IT for: Learning, Teaching, Administration and Infrastructure.</li> <li>• Develop Capital funding bids, to enable the PMIP and ITP to be delivered, interpreting criteria and advising colleagues within the Academy Leadership Teams to identify future requirements.</li> <li>• Identify and develop strategies and options in all non-teaching aspects that will contribute to the overall effectiveness and efficiency of the Academy, such as exploring internal synergies, and opportunities for partnership working etc.. Benchmark and review all Academy services at least annually.</li> <li>• Manage all commercial contracts for the Academy; oversee school contracts, making recommendations to the Senior Leadership Team on contracts to be awarded and manage the implementation of all contracts within the Academies.</li> <li>• Develop and monitor the Academy's fire and health and safety policy and procedures, ensuring that all health and safety requirements are observed, working with the local PFI contractor, checking working practices and site/accommodation for health and safety compliance, prioritising and fixing any issues, and maintaining all appropriate documentation.</li> <li>• Manage the assets of the Academy, ensuring that it has an appropriate asset replacement plan that is being adhered to, including buildings and IT.</li> <li>• Manage pay processes: oversee the development of Academy's pay policies and procedures. Liaise with the local school business manager to ensure that pay and pensions processes are followed.</li> <li>• Develop and maintain whole Academy systems, particularly administrative and IT software, applications and IT infrastructure.</li> <li>• Line management of Academy's Business Unit: Ensure effective deployment of Academy administration staff. Ensure performance management structures and training and development in place staff line managed.</li> <li>• Authorising orders and the award of contracts and authorising payments within the approval limits shown in the Academy's financial policies.</li> <li>• Undertake the role of Company Secretary, ensuring the Academy's compliance with DfE and Companies House statutory regulations and reporting requirements</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Attending meetings within the academy and external events as required</li> <li>▪ Preparing policy and review papers as required and requested.</li> <li>▪ Maintaining a presence in national professional networks and through these and other means ensuring a current overview of sector policies and developments.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Participating as required in training, induction and staff development events.</li> <li>▪ Complying with and upholding, in all respects the academy's code of practice on equality and diversity.</li> <li>▪ Undertaking such other duties as the Principal may require from time to time.</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>▪ Accuracy and timeliness of financial returns to statutory agencies</li> <li>▪ Accuracy, timeliness and quality of presentation of internal management information on financial matters, including cash flow information, budgetary control information etc.</li> <li>▪ Achievement of streamlined and cost-effective processes for financial administration</li> </ul>
<b>Personal skills and professional standards</b>	<ul style="list-style-type: none"> <li>• Build strong working relationships with leading governors, other senior managers and the organisations partners and stakeholders.</li> <li>• Role model, energetic, determined, positive, robust and resilient leadership, able to inspire confidence and respect and exemplify high standards of conduct and personal behaviour</li> <li>• Support collective ownership of strategy, risks and delivery</li> <li>• Balance conflicting pressures and needs, including short and longer term trade-offs</li> <li>• Demonstrate strong commitment to innovation and performance improvement</li> <li>• Comply with ethical standards and with the seven principles for the conduct of people in public life. Impartiality is a further fundamental requirement of those operating in the public services.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To take part in the QA and self-evaluation programme, in line with agreed school procedures, implementing improvements where required.</li> </ul>
<b>OTHER DUTIES AND RESPONSIBILITIES</b>	
<b>Other Specific Duties:</b>	
<p>Make a distinctive contribution to the raising of pupil standards.</p> <p>Contribute effectively to the work of the wider team.</p> <p>Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<b>Personal Contribution to Academy Life</b>	
<p>Employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job profile is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>This job description does not form part of the Contract of Employment.</p>	

Date

Signed