

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Director of Finance
<b>POST RESPONSIBLE TO:</b>	Chief Executive Officer
<b>POST RESPONSIBLE FOR:</b>	Finance staff
<b>SALARY:</b>	<b>SALARY:</b> Grade 13 (SCP 45-50) £49,702 - £55,077 (pay award pending)

**CLOSING DATE:** Friday, 30th September 2022 at 12.00 noon

**INTERVIEW DATE:** Thursday, 6th October 2022

**START DATE:** As soon as possible

### **JOB PURPOSE**

To be responsible for the leading, managing and strategic direction of the WMG Academy Trust Finances to ensure effective and efficient use of resources to support outstanding teaching and learning for learners.

### **DUTIES AND RESPONSIBILITIES**

#### **Finances**

Responsibility for the leadership and management of the WMG Academy Trust's financial strategy, systems and processes, for ongoing financial management and reporting, and for ensuring robust management of the processing of all financial transactions.

#### **Strategic Management**

- Working with the Chief Executive Officer and the Trust Leadership team, produce a Financial Strategic plan for the WMG Academy Trust;
- Provide long term strategic budget planning information to the Trust Board and Governing Bodies on which strategic decision can be made;
- Working with the Chief Executive and Accounting Officer, ensure that the academy complies with the requirements set out in the Academy Trust Handbook, company and charity law and the statutory requirements laid out by the DfE;
- To be responsible for all returns to the EFSA and DfE;
- To be the Chief Financial Officer for the WMG Academy Trust;
- Develop robust business plans and appraise potential financial risks and returns for new strategic opportunities.

#### **Financial Management and Control**

- Formulate business plans and financial strategies that will ensure the long term financial viability and growth of the WMG Academy Trust and enable it to operate in an efficient and effective manner;

- Provide financial advice and support to the Chief Executive and Chief Executive Officer on all aspects of finance and business management to ensure that all external accounting and reporting requirements are met;
- Manage the funding agreement with the DfE and ensure that all financial reports are made in a timely manner including posting of company accounts;
- Prepare the overall budget, schemes of delegation and individual departmental budgets for each academy and the Trust;
- Develop the financial policies for the individual academies and the Trust to ensure sound financial control, the achievement of value for money and that tasks are undertaken in accordance with appropriate requirements, legislation and regulations;|
- To produce timely and monthly management accounts and accurate and appropriate reports/financial forecasts for the academy;
- To prepare the end of statutory accounts and the audit file for the year, liaising with the auditors to reach sign off and filing of annual company accounts;
- To ensure internal audit and responsible officer duties have been met;|
- Work with the Trustees, Finance Committee and Audit Committee and the Chief Executive Officer to appoint the auditors and agree the audit plan;
- Research and bid for additional funding for the academy as required and assist with the financial monitoring of projects as agreed;
- Develop the WMG Academy Trust risk management strategy and procedures to ensure that key business risks are identified, assessed and managed;
- Prepare and submit the VAT return ensuring the maximum is reclaimed;  
Ensure that the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) returns are submitted on time;
- Oversee the cash flow of the academy trust to ensure that the academy is able, at all times, to meet its cash commitments;
- Attend Governor, Finance, Audit and Trust meetings, providing accurate and timely reports as required;
- To account for depreciation and prepare for the replacement of assets;
- Maintain the fixed asset register;
- Design and implement effective financial control systems;\
- Be responsible for managing reserves and other planning, ensuring that financial regulations and policies and procedures are observed and complied with;
- Ensure that appropriate financial software is used and kept up to date;
- Ensure that efficiency savings are made at all times;

- To oversee the effective management of the payroll systems and liaise with the external payroll provider;
- Manage the finance team to ensure all financial transactions are processed quickly and accurately according to financial procedures.

Any other duties as commensurate with the level of this post and as directed by the Chief Executive Officer.

### Person Specification for Director of Finance

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</b>
<b>QUALIFICATIONS</b>	
Professional accountancy qualification	E
Honours degree or equivalent in relevant subject	E
<b>EXPERIENCE</b>	
Significant post-qualifying experience to include strategic financial planning and management, including budget setting, monitoring and reporting, and income generation in an academy or other organisation.	E
Evidence of successful management and leadership of diverse teams	E
Experience of working at a senior management level	E
Experience of working with a range of external partners	E
Experience of producing financial and management accounts and budgetary control	
Sound knowledge of educational systems	D
<b>KNOWLEDGE AND SKILLS</b>	
Ability to work strategically and to seek and implement creative solutions	E
Capacity and appetite to implement and manage change within an organisation.	E
Excellent leadership skills and ability to inspire peers, colleagues and teams	E
Ability to analyse and interpret data and to communicate financial information appropriately to a range of stakeholders	E
Sound knowledge of financial control risk management.	E
Ability to successfully manage the performance of a diverse range of staff.	E
Excellent literacy, numeracy and ICT skills.	E

PERSONAL ATTRIBUTES	
Excellent communication, interpersonal and influencing skills with the ability to work in partnership with a diverse range of stakeholders maintain strict confidentiality.	E
A willingness to seek specialist advice and awareness of where to seek it.	E
Ability to think strategically, creatively and prioritise.	E
Adaptable approach to work, with the ability and willingness to operate across a multi-site Trust.	E
A commitment to safeguarding to learners within the WMG Academy Trust	E
Enthusiasm, optimism and energy	E
Able to balance financial prudence with an entrepreneurial flair	E

All offers are subject to clearance of references and enhanced DBS checks