

JOB DESCRIPTION

Post/Title: Business and Finance Director
 Salary: Leadership spine (circa £50,000 per annum)
 Responsible to: Headteacher/Governing Body

Job Purpose:	
<ol style="list-style-type: none"> 1. The Business & Finance Director gives strategic vision and leadership to all aspects of the Academy Trust's business 2. The Business & Finance Director is the Trust's leading support staff professional and works as part of the Leadership Team to assist the headteacher in their duty to ensure that the Academy Trust meets its educational aims 3. The Business & Finance Director has a significant role in policy direction and strategic planning for, as well as responsibility for the operational management of the Trust's financial resources, land/buildings/physical resources and human resources. 	
Staff:	Line management of all support staff and overseeing the work of contractors as directed by the headteacher
Finance:	Strategic planning and day to day control of the Trust's financial resources
Physical:	Responsibility for the accuracy and security of databases, premises etc.
Clients:	Extensive involvement with and shared responsibility for service users, partner organisations and stakeholders including the local community. Providing relevant advice and information to Governors, Members of the Academy Trust and Government Agencies.
Duties and key result areas:	
Leadership and Strategy	
<ol style="list-style-type: none"> 1. To be the designated Chief Financial Officer for the Academy Trust and ensure compliance with the Academies Financial Handbook; 2. To be the main point of contact on finance matters with the ESFA; 3. Attend Senior Leadership Team, Governing Body and Academy Trust meetings to contribute to the strategic direction of the Academy Trust and its educational aims, providing financial and commercial advice; 4. Plan and manage change in accordance with the Academy's development/strategic plan; 5. Lead the Academy's business management functions and establish policies, systems and practices that meet legislative requirements for academies; 6. Lead and manage all support staff employed by the Governing Body of the Academy. 	
Financial Resource Management	
<ol style="list-style-type: none"> 1. Develop and deliver three year strategic financial plans taking into account ESFA guidelines/funding, maximising external sources of funding and return on investments; 2. Prepare annual budgets in accordance with the requirements of the governing body and the ESFA and produce regular financial monitoring information; 3. Establish effective financial and management accounting systems and practices which meet statutory and governance requirements; 4. Manage the Academy's financial position at a strategic and operational level within the framework of financial control determined by the governing body including managing cash balances and cash flow and management of tax and VAT liabilities; 5. Produce annual accounts in accordance with the Companies Act 1985 and ESFA requirements; 6. Prepare detailed monthly management accounts in a timely manner, with variance analysis to report to the headteacher and governing body 7. Monitor and control capital expenditure on buildings and grounds, and IT projects; 8. Ensure that appropriate internal control processes are in place, in accordance with the ESFA Funding Agreement, to eliminate the risk of financial losses and ensure appropriate accountability at all levels; 	

9. Management of the Academy's contract for payroll services ensuring this remains fit for purpose;
10. Maintain and oversee all banking arrangements associated with Academy finances;
11. Complete financial due diligence of schools considering academy conversion into the Trust;
12. Generate new income streams, prepare bids for external funding and prepare financial appraisals for new projects;
13. Ensure value for money is achieved throughout all resource management including procuring of appropriate external contractors and monitoring the effectiveness of their delivery.

Company Secretary

1. Ensure that good financial governance operates in line with the requirements of the academies finance manual – in particular regularity, propriety and the delivery of value for money;
2. Ensure that the Academy Trust has adequate and effective insurance policies in place and that claims are being dealt with in a timely manner;
3. Advise the Academy Trust on effective decision-making, legal and regulatory matters and risk management;
4. Lead on issues essential to business performance, such as negotiation of contracts, finance, accounting, insurance and property, on behalf of the Academy Trust;
5. Liaise with auditors and legal advisers to ensure the Academy Trust and the Governing Body meets its legal and financial responsibilities effectively and is aware of upcoming changes, preparing the trust to meet these changes.

Facility and Premises Management

1. Lead the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings in consultation with the headteacher ;
2. Oversee the work of site management, caretaking and cleaning staff to ensure that staff, students and other premises users have a healthy and safe environment to work in;
3. Prepare, implement and monitor a premises development plan that is financially viable and environmentally sustainable;
4. Project manage capital projects on behalf of the headteacher to ensure that these are delivered on time, to standard and within budget;
5. Lead health and safety management by taking responsibility for implementing and monitoring appropriate protocols, inspections and action plans ;
6. Responsible for business continuity, security, fire safety and first aid provision in consultation with the external agencies;
7. Develop and regularly review emergency procedures and disaster recovery plans and provide training to those with specific responsibilities on their roles ;
8. Oversee the letting of school premises to outside organisations and the local community.

Human Resources

1. Oversee all matters relating to HR, employment contracts and employment law in consultation with the headteacher;
2. Oversee all matters relating to Safer Recruitment with the designated lead;
3. Manage all administrative matters relating to staff pay;
4. Ensure that all employee records are kept up to date and all matters remain confidential ;
5. Provide initial advice to governors on HR policy matters and operational issues;
6. Lead all performance management activity for support staff, supporting the effective and efficient governance and delivery of school improvement priorities;
7. Contribute to the development and implementation of performance standards and continuous improvement.

Administration Management and ICT

1. Responsible for those aspects of administration of the Academy that do not relate to the teaching, supervision and pastoral care of students;
2. Establish administrative systems and procedures within the Academy and ensure staff are trained and supported;
3. Maintain a computerised system of accounts using the appropriate software that meets the needs of statutory reporting, management information and the Trust Board and Governing Body;

4. Ensure the Academy's compliance with the GDPR and Freedom of Information Acts;
5. Oversee the development and management of the Academy's website and associated micro-sites, ensuring all stakeholders realise its value in terms of information provision and promotion of the Academy, business, programmes and projects;
6. Manage all communications activity to support the effective and efficient governance and delivery of the Academy's business;
7. Support the Academy in achieving its strategic aims, through a range of media and events, including the production of publicity and information.

General

1. Support and engage in any local, regional and national working parties and networks;
2. Prepare reports and returns for the Governing Body and other stakeholders, as requested by the headteacher ;
3. Any other duties appropriate to the nature, level and grade of the post.

Work arrangements

Transport requirements:	Required to use own transport to attend meetings
Working patterns:	Normal hours but need to also work 'out of hours' as necessary
Working conditions:	Normally indoors.