

## Job Description and Person Specification

### Director of Finance

<b>Job Title:</b>	Director of Finance
<b>Reporting to:</b>	Executive Head Teacher and Chair of Governors
<b>Reporting Lines:</b>	Finance Department, Systems and Admissions
<b>Salary:</b>	GH Leadership Support Scale L2-L6

#### Job Description

##### Purpose of the post

As a member of the Senior Leadership Team the Director of Finance will provide strategic management and leadership for the financial performance of the Trust. They are responsible for setting and monitoring the school budget and strategic financial plans, working with the SLT to optimise the use of available resources for school development and delivering positive student outcomes.

To have shared responsibility for:

- *Strategic planning* - to play a crucial role in the strategic leadership of the school working with the Executive Head Teacher, Heads of School and the wider Executive and Senior Leadership Teams.
- *Management* - establishing the policies and managing staff and resources to realise school development priorities and value for money.
- *Financial Oversight* - monitoring, evaluating, and reviewing progress, providing the Executive Head Teacher and Governing Board with strategic advice and regular and accurate information about short and long-term financial and operational performance, including any actions required to achieve agreed budget plans and key performance indicator
- Overseeing key service contracts, KPI delivery
- Short, medium, long-term planning and delivery of IT services within the school
- Admissions process and compliance
- Risk and Compliance Management
- *Promote* - Model the Gildredge House Aspire values in all you do and serve as an ambassador for the school, attending relevant internal and external events/activities.

##### Key areas

In carrying out their duties, the Director of Finance shall consult, when appropriate: the Executive Head Teacher, the Heads of School, members of the Senior Leadership Team, the Governing Board, specific staff teams, the community, parents and carers.

##### Responsibilities

##### Leadership:

- Work towards and support the school's vision and school objectives outlined in the School Development Plan.
- Lead and support the Finance and Systems and Admissions Team.
- Work with the Director of HR and Executive Head Teacher in the recruitment and appointment of suitably experienced and qualified staff and potential staffing restructures when required as part of strategic leadership.
- Oversee and contribute to the professional development and appraisal of all members of the Finance Team and Systems and Admissions Team across all entities.
- Manage the induction, training and ongoing development of the Finance and Systems and Admissions Team ensuring succession planning and progression of staff is delivered.
- Hold regular department meetings and keep staff informed of school-wide news and developments.
- Be a member of the SLT and ELT, contributing to the strategic leadership of the school.

#### **Finance:**

- Accountable for the provision of all finance processes, systems and other related requirements for the school, including fully costed strategic plans, business cases, management of CIF bids, capex, rolling cash-flow forecasts, annual budgets aligned to strategic plans, including agreement of underlying assumptions, and all statutory financial reporting in accordance with statutory and regulatory requirements.
- Take responsibility for the internal and external annual audits and all external reporting requirements to meet the DfE deadlines.
- Ensure that operational, financial management and controls are maintained and enhanced as required. This includes ledger control (purchases and income), fixed asset register, and payroll management (including PAYE, pension, and other tax obligations in conjunction with HR Director).
- Manage all aspects of the school's relationship with its bankers and manage key external services, including contracts, auditors, and all other professional advisors.
- Monitor and manage all Key Performance Indicators for external services and contracts.
- Financial management information, including monthly management accounts and regular financial reports for Governors, Executive and Senior Leadership teams, as and when required.
- Undertake other such financial analysis and reporting as requested by the Executive Head Teacher or Trust Board.
- Monitor financial, tax and corporate governance developments across the education sector and assess their impact on the school, proposing actions as appropriate.
- Ensure exemplary financial probity, taking responsibility for the integrity of financial records and the active prevention of fraud.
- Communicate with parents on matters relating to finances.
- Identify and undertake cost savings projects as required and further develop cost controls.
- Produce any other financial management information as the Executive Head or Governors request.
- Regularly review and update systems and processes to ensure that all financial systems, support accurate and efficient financial management systems across the school, including Trips and Visits, sQuid, etc.

#### **Enterprise:**

- Explore and secure avenues for additional funding that could generate additional income to further support and develop financial sustainability for the school, including the preparation and submission of high-quality bids and proposals.
- Support the School Business Manager with all school lettings overview, determine charges, process and vetting of potential hirers of school premises.

### **Compliance:**

- Have oversight of legal and compliance activities, insurance, and all major contracts.
- Risk management of processes across all functions, advising the Senior Leadership Team and Trustees as to the school's risk liability and updating the school's risk register accordingly.
- Oversee the school's data protection arrangements.
- Take a key role in critical incident and business continuity planning to ensure that the School is well prepared for any emergency by keeping the Disaster Recovery Plans updated.
- Ensure the school has appropriate insurance arrangements in place and under constant review.
- Provide regular information to the Governing Board and other external stakeholders regarding support services, finance, procurement, estates, and digital infrastructure.
- Maintain awareness of wider developments in the sector and key government initiatives relevant to the School.
- Ensure compliance with all applicable laws and regulations.
- Keep the Executive Head Teacher and Trust Board aware of their legal compliance requirements.

### **Systems, Admissions and IT:**

- Oversee the strategic development, maintenance and use of the school's information management by facilitating the effective development, maintenance and support of information management systems within the school, under the direction of the Executive Head Teacher.
- Work with the HR Director and the Systems and Admissions Manager to ensure staff permissions set within information management systems are in line with roles and responsibilities to ensure data safety and compliance.
- Act as main contact with the external IT service provider, attend necessary meetings including service reviews, direct work in relation to the IT asset register, procurement of hardware, software and infrastructure upgrades, ensuring best value procurement in supplies and services.
- Oversee effective use and processes within the data input and output to enable robust reporting in all areas of the school.
- Arrange relevant systems, IT training for staff.

### **Other duties:**

To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.

To ensure compliance with GDPR in matters relating to the Finance Department.

### **To have line management responsibility involving:**

- Line management of all members of the Finance and Systems and Admissions Team.
- Ensuring the review and implementation of related policies and processes.
- Working closely in a solution-focussed coaching role with the staff being line managed in planning for and implementing improvement.
- Ensuring that you and the people you line manage engage fully in the performance management process.

### **Along with the Senior Leadership Team, to take responsibility for:**

- The strategic direction and development for the school.
- Assisting in the preparation and review of policy documents, leading in this regard, on areas of responsibility.
- Attendance at school events as agreed as part of an SLT.
- Assisting in the appointment of staff consistent with the Gildredge House vision, values and 'Safer Recruitment Procedure.'
- Regularly reviewing own practice, setting personal targets, and taking responsibility for own Continuing Professional Development.
- Sharing Gildredge House's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies.
- Ensuring that all duties and services provided are in accordance with school policies and procedures in line with the staff code of conduct/professional expectations.
- Being a key part of the life of the Gildredge House community, to support both the Gildredge House values, mission, and vision and encouraging students and staff to follow this example.

### **Personal Qualities, Attributes and Qualifications:**

This position requires the following personal qualities and attributes:

- They should be excellent leaders, working to improve standards at whole school level.
- They are excellent leaders of students, commanding respect and being a positive presence around the school. At the heart of their work should be to build self-esteem, imbue moral values and motivate students to do their best.
- They are highly organised and operating efficiently and effectively in all areas of their work.
- They are excellent communicators with a high degree of emotional intelligence.
- They are energisers, demonstrating a positive mental attitude around the school and in all areas of their work.
- They have the ability to demonstrate academic ambition for all students with a genuine passion and belief in the potential of every student.
- They are able to work autonomously and be proactive in all areas of responsibility.
- They have the determination to improve standards and outcomes.
- They have high ethical standards.
- They have strong interpersonal, written, and oral communication skills.
- They have the motivation to improve standards and achieve excellence.
- They have the ability to demonstrate honesty and integrity.

- They have the ability to work collaboratively with fellow Senior Leaders and all colleagues across the school.
- They have the ability to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies.
- They are an ambassador for the school in dealing with external persons, and to be an admired and respected member of the team by internal staff and students.
- They enjoy helping others and are able to resolve any issues in a professional, calm and measured manner.
- They are highly motivated and have a flexible approach towards work and working hours.

**Qualification Criteria:**

- Qualified to work in the UK.
- A strong academic track record to degree level and above or recognised professional business qualification
- Minimum five years' work experience within a school or accountancy related role.
- Evidence of ongoing Continuing Professional Development.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

## Person Specification - Director of Finance

### Skills and Knowledge

Financially astute with strong analytical skills and experience of financial planning, together with high skill levels in all aspects of budgetary processes and financial management.	Essential
A strategic thinker who is willing to contribute to the wider strategy of the school whilst maintaining direct operational responsibilities.	Essential
Highly computer literate, with competency in the use of Microsoft Office applications and financial software programmes.	Essential
A working knowledge of risk and compliance, and ideally the law and the regulatory framework affecting schools, including safeguarding and data protection.	Essential
An understanding of the commercial, economic, and financial imperatives in the leadership and management of schools.	Desirable
Able to see through complex strategies from concept to conclusion.	Essential
Ability to work to regulatory deadlines	Essential
Excellent written and spoken English	Essential
Sufficient numeracy to interpret statistical data	Essential

### Qualifications/Attainment

Relevant business or accountancy qualification (ACA, ACCA, CIMA or CIPFA) or equivalent and hold membership of a relevant professional body.	Desirable
Evidence of Continuing Professional Development	Essential
University Degree	Essential

### Experience

Proven experience of successful business and financial leadership and management.	Essential
Experience of working within a financial management role in a school and/or an academy.	Essential
A strong track record in leading, inspiring and supporting a diverse range of staff with a focus on excellence.	Essential
Success in the delivery of project and/or change management.	Desirable

Commercially aware, with experience of creative thinking around income generation and cost control.	Desirable
Experience of working within a regulatory framework and/or working with a Governing Board	Desirable
Comprehensive understanding of budgeting, cash flow forecasts, consolidated and entity accounting.	Essential
Implementation and ongoing development of financial systems.	Essential

### Personal Attributes

A strong team player with a positive 'can do' attitude and the ability to inspire, motivate and nurture others.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity	Essential
A willingness to give generously of their time to support school events and activities.	Essential
An ability to work both independently and as a key team member with the energy and ambition to inspire and motivate colleagues whilst nurturing respect.	Essential
Strong listening, negotiating and mediating skills, able to make decisions, with tenacity, drive and resilience.	Essential
Strong interpersonal skills and high levels of emotional intelligence, with the ability to relate effectively to a wide range of stakeholders throughout the school community.	Essential
Excellent verbal and written communication and presentation skills.	Essential
A genuine interest in education and achieving the best outcomes for our young people.	Essential
A commitment to the school's ethos and values.	Essential
A commitment to challenge underperformance and develop strategies and interventions to support colleagues and students	Essential
Able to influence and inspire confidence and trust.	Essential
Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in workload demand and priorities.	Essential
Flexibility to meet the demands and time commitments of the post, especially during key times of the year.	Essential

<p><b>Behaviours and expectations:</b></p> <p>All staff members are expected to adhere to and promote professional standards including the school’s code of conduct and values.</p>	
<p><b>General:</b></p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Head Teacher and develop and promote high standards of professional conduct across the whole school.</p> <p>You will be expected to carry out your duties in line with Gildredge House policies, procedures, and relevant legislation.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.</p> <p>The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may next exclude candidates from appointment but will be considered as part of the recruitment process.</p>	