



JOB DESCRIPTION

FINANCE MANAGER AND CHIEF FINANCIAL OFFICER FOR THE NKS ACADEMY TRUST

Job Holder:

Job Title: Finance Manager and Chief Financial Officer for NKS Academy Trust

Salary: KR11

Responsible to: Headteacher

Contractual Hours: Part-time – 4 days a week, All Year Round

1. PURPOSE OF JOB:

- The Finance Manager will provide strategic and operational leadership for all financial and procurement activities of the Trust.
- Accountable to the Headteacher and Governing Body, the Finance Manager will take a lead role in developing the financial strategy and will provide strategic financial input to the senior leadership team and Governing Body.
- The Finance Manager will act as the Chief Financial Officer for the NKS Academy Trust
- Line & performance manage staff responsible for Finance and Procurement.

2. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students.
- Capacity for sustained hard work; maintaining attention to detail and high standards of punctuation and grammar.
- Strong organisational and interpersonal skills.
- Manage confidential and sensitive information with discretion
- Commitment to equality of opportunity for all students.
- Clear understanding of accountability and line management.
- Good level of education to at least GCSE standard or equivalent and professional qualification to at least AAT L4.
- Up to date knowledge and practical experience of current financial software packages.
- Relevant experience within a financial environment, preferably within an educational context.

- Experience of supervising/managing staff.
- Experience of managing conflict and negotiating.
- Able to work under pressure and use own initiative.

3. DIMENSIONS:

- Access to and maintenance of confidential and sensitive information
- Input and responsibility for financial strategic planning – including whole school budget and procurement
- Responsibility for ensuring the full range of financial legal and statutory requirements, frameworks and reports are met and are in place
- Responsibility for ensuring correct payments to staff and suppliers are made monthly as appropriate
- Line Management of Finance team
- Management and maintenance of whole and all school budgets, financial and accounting systems

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

4. PRINCIPAL ACCOUNTABILITIES

General

- Work with the GB and HT to establish the strategic financial goals of NKS and lead the finance operation to ensure it meets its stated objectives including efficiency and effectiveness, to support the Leadership Team in the delivery of the highest possible quality of learning, teaching and leadership in each school.
- Work in partnership with the HT and Chair of GB to ensure they are provided with the appropriate information in a timely fashion to allow the GB to carry out its strategic oversight and planning.
- Establish and maintain outstanding professional relationships and ensure effective communication across the school, external partners and other stakeholders
- Lead on project work, as instructed by the HT and GB
- Ensure regulatory compliance including Academies and Charities best practice
- Support the HT in the strategic development and operation of the school and contribute to GB and other meetings when required.

Finance and Planning

- Lead and oversee the strategic financial management of the School including undertaking the role of Chief Financial Officer and the development and execution of the financial strategy of the school.
- Have responsibility for all aspects of finance, accounting, payroll and pension obligations under the School's constitution including compliance with financial procedures and all the statutory obligations of the School, ensuring the School's accounts are kept in accordance with the funding agreement and Academies Financial Handbook, following all legal DfE mandates relating to funding, reporting and financial regulations.
- Lead the preparation for internal and external audit, ESFA submissions and any other financial information required by government, ESFA, Local Authority.
- Lead and work with the finance team to develop financial procedures to maintain and improve the financial sustainability of the school. Gather together information regarding financial risks from the whole School to contribute to the Risk Register.
- Provide the financial lead to the School's 3 year strategic planning process, including the allocation of annual budgets, forecasts and funding requirements to provide sound financial advice to the GB and early warning of potential difficulties and opportunities.
- Ensure full transparency over the financial performance of the school.
- Provide advice on how to increase revenue and reduce costs to deliver financial sustainability for existing and future schools/MAT membership, carrying out appropriate due diligence where necessary
- Engage with and support other School related bodies (e.g. Ashford Grammar School Endowment Fund), attending meetings as appropriate to provide financial updates, including summaries of accounts and administration of payments.
- Oversee and advise Governors on Treasury Management (to include detailed cash flow forecasting and daily management of funds) to ensure best return on investment of reserves.

Procurement

- Prepare and monitor School policies for the procurement of all goods and services to ensure that value for money is achieved and to support education delivery within the context of regulatory frameworks and legislation.
- Liaise and negotiate with third parties over the maintenance and development of service level agreements and contracts for the delivery of services to the School, reporting these to the HT and GB accordingly.
- Maintain a contracts register.

5. SCOPE FOR IMPACT:

- The post holder works closely with the Headteacher to assist in the smooth administration of running the school.
- The post holder has a key role in working with the HT and GB to ensure the school plans for and maintains a balanced budget that supports the overall objectives of the school, and has in place procedures to secure best value.
- The post holder ensures the school meets all financial legal and statutory obligations

6. JOB CONTEXT:

- The post holder has regular contact with staff, pupils and parents and is the first point of contact for financial queries and complaints. This often involves exposure to sensitive and confidential information.
- The post holder meets with the Head and Governors regularly, to feedback on certain issues but sets the finance team's own agenda and daily tasks.

The post holder has regular contact with external agencies.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher