



## School Finance Lead

### Job Description and Person Specification

<b>DATE OF ADVERT</b>	5 <sup>th</sup> September 2017
<b>POST TITLE</b>	School Finance Lead
<b>LOCATION</b>	Based in Harrow and may be requested to travel to other sites
<b>SALARY and GRADE</b>	£35,000 - £39,000
<b>DEADLINE</b>	18 <sup>th</sup> September 2017
<b>INTERVIEWS</b>	w/c 18 <sup>th</sup> September 2017
<b>COMMENCEMENT</b>	As soon as possible

### Key Responsibilities

#### Leadership:

- Provide leadership for all financial matters for the school.
- To take overall responsibility for the financial health and financial control environment of the allocated school.
- To contribute to the achievement of the educational vision of the Trust.

#### Financial planning:

- To understand the schools indicative funding and to take a view on the adequacy of funding.
- To report matters of significant concern to the Finance Director with regards to funding.
- Deliver comprehensive financial planning information for the school, including budgeting, forecasting information and other planning information as required.
- To determine, in their view, if there are sufficient funds available for pay increments as recommended by the Principal.

#### Reporting and budgetary control:

- Deliver timely and accurate reporting for the school, including budget monitoring, management accounts, information for year-end accounts and audit, reports to audit committee and any other financial reports required.
- To prepare appropriate budget monitoring reports for budget holders.
- To monitor spend against budget/reforecast and to ensure that the expenditure remains within the prescribed limits.
- To review the current and re-forecasted end of academic year situation of the School and evaluate any financial risks related to this.
- To report matters of significant concern to their line manager.



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- To ensure any risk of deficit in the budget is immediately reported to the Trust Finance Director.
- To review and suggest measures for deficit risk management.
- To review and assist the School in adhering to AST deficit management measures.
- To ensure all reports required for external regulatory bodies are prepared, reviewed and submitted on a timely basis.
- Preparation of quarterly VAT returns.

## **Systems and controls:**

- Ensure full and timely compliance with all external regulatory bodies in respect of financial and governance matters, including EFA, HMRC and auditor requirements.
- To implement, maintain and monitor if the School operates within approved AST financial control policies and the scheme of delegation, recommendations of the Trust and any other statutory/regulatory requirements. In particular, the Academies Financial Handbook and Master Funding Agreement.
- Oversight of all financial administration for the school.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately.
- Arrange for responsible officer reviews on a termly basis.
- Respond and remediate any issues identified from external or internal audits.
- To annually review and recommend amendments to AST finance related policies.
- To report breaches of controls to the Finance Director.

## **Procurement:**

- Manage procurement and undertake best value reviews including monitoring of service agreements.
- Oversight of ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school.

## **Income generation:**

- To oversee the preparation of all invoices and collection of fees/dues.
- Identify potential funding opportunities, agencies, government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with the Finance Director and others to maximise income generation and financial growth.

## **Other:**

- Monitoring payments of salaries, ensuring accuracy and that returns are completed to deadline.
- To oversee communications with payroll services, teachers pensions and Local Government Pension Scheme and other service providers to ensure all aspects of employer and employee contributions and deductions are full and accurately addressed.
- Control over school capital budgets.



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- Ensure necessary arrangements for insurance cover for the School.
- Ensure that tax obligations are discharged correctly and effectively.
- Line management duties if required.
- Ensuring maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets.
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified or Part Qualified in a recognised financial/business qualification e.g. ACCA/CIMA.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent.</li> <li>• School Business Management specific qualification i.e. CSBM.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of finance or business management to support the day to day operation of the School.</li> <li>• Experience of accounts and financial reconciliation and the ability to produce and evaluate financial reports.</li> <li>• Experience of staff management and supervision.</li> <li>• Evidence of submitting reports and returns to external organisations.</li> <li>• Proven track record of administering and contributing to budget planning and forecasting.</li> <li>• Experience in using different accounting systems and ability to provide bespoke reporting.</li> <li>• Relevant experience of accounting and managing budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of managing change and implementing new systems/procedures.</li> <li>• Experience in leadership of finances in a school environment.</li> </ul>



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<p><b>Skills, knowledge and aptitudes</b></p>	<ul style="list-style-type: none"> <li>• A very good knowledge of school financial procedures.</li> <li>• Well-developed analytical, planning and organisational skills.</li> <li>• Ability to assist in the development of policies and implement new procedures in line with the needs of the School.</li> <li>• Develop and maintain effective record keeping.</li> <li>• Understand the financial cycle, cash flow and financial summaries.</li> <li>• Communicate effectively with a wide range of audiences.</li> <li>• Very good excel knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to lead, develop and motivate a team of staff, delegating duties as required.</li> </ul>
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• The ability to work with initiative and to tight deadlines.</li> <li>• Show resilience under pressure.</li> <li>• Have good organisational skills.</li> <li>• Able to work appropriately with confidential information.</li> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and ethos of the school.</li> <li>• To be willing to undertake further professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A genuine ambition, for and interest in, improving the life choices for our young people and the wider community.</li> </ul>

## Applying

Avanti Schools Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of CVs is **9am on Monday 18<sup>th</sup> September 2017**. If successful in the first stage of the recruitment process, you will be later required to complete an application form for this post.



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CVs should be emailed to [careers@avanti.org.uk](mailto:careers@avanti.org.uk).

It is anticipated that shortlisted candidates will be contacted for interview by email and interviews for shortlisted candidates will take place w/c **18<sup>th</sup> September 2017**.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

**NOTE:** The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the line manager or nominated representative in consultation with the post-holder to reflect the changing needs of the school.