

Job description

LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Director of Finance
Salary	£75,000 to £80,000 pa FTE (potential to be reviewed for an exceptional candidate)
Contract	Permanent
Hours	Full Time, 36 hours per week, or Substantial Part Time
Reporting to	Chief Executive Officer
Responsible for	Trust Finance Team
Purpose	
	<ul style="list-style-type: none"> • The Director of Finance is responsible for the proper financial conduct of the Trust whilst also providing strategic leadership and oversight of the Trust's financial strategy and long term planning.
Main Responsibilities	
	<ul style="list-style-type: none"> • Develop and implement the financial strategy to deliver value for money to enable the Trust to fulfil its mission and meet its strategic objectives. • Promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. • To be the authority in respect of all financial matters and to be accountable for the performance of the Finance function within the Trust. • Maintain and prepare the Trust's accounts in accordance with the funding agreement and Academies Financial Handbook and be responsible for the submission of regulatory reporting
Key Duties	
	<ul style="list-style-type: none"> • Contribute to effective leadership and management across the Trust, including strategy implementation, integrated business and resource planning and risk management. • Develop and implement financial management policies and practices to ensure the Trust is financially healthy and review performance against them. • Develop, implement and review effective processes for the scrutiny, challenge and agreement of budgets. • Develop, implement and review asset management and procurement strategies to ensure value for money • Ensure that financial statements are prepared on a timely basis, meet legal requirements, financial reporting standards and professional standards and are maintained, audited and reported to the DfE, ESFA, Companies House and the Charities Commission.

	<ul style="list-style-type: none"> • Manage the Trust Finance Team to ensure that the finance function is not only performing well but also promotes LIFE's mission, ethos and objectives by the way they work. • Through the Trust Finance Team to ensure services for Payroll and Pensions across the Trust are efficient and are compliant. • Research and bid for additional funding to the DfE and other sources and assist with the financial monitoring of projects as they are agreed. • Actively promote financial literacy throughout the Trust. • Be responsible for assessing and managing risk within the scope of the role, in line with the Trust's risk management policy. • Represent the Trust externally both in own role and also in other areas as required by the CEO. • Attend Local Governance Committee Meetings and any Trust Board meetings as required including when outside of normal working hours. • The postholder will be required to travel to schools within the Trust in performance of their duties.
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General

	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Support the ethos of the Trust • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director of Operations to carry out appropriate duties within the context of the job, skills and grade
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Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Director of Finance) Date: ____ / ____ / ____

Person Specification

Knowledge/Education

- Educated to degree or equivalent in a finance related discipline or have appropriate wide-ranging work experience.
- Professional Accountancy qualification e.g. CIMA, ACCA or CIPFA, having qualified by examination
- Detailed and up to date knowledge of accountancy and professional codes of practice.
- Understanding of public service finance and its regulatory environment

Experience

- Proven track record of senior financial management and strategic leadership.
- Significant experience of working with stakeholders to develop a strong financial understanding across an organisation.
- Has developed and managed external relationships with professional and regulatory bodies.
- Experience of managing procurement and contracts.
- Has worked in at least one large and complex organisation which operates across multiple sites

Skills

- Build strong working relationships based on mutual trust and a clear understanding of roles and responsibilities
- Able to provide clear, authoritative and impartial professional advice and objective financial analysis and interpretation of complex situations
- High level of analytical skills and good judgement
- Highly effective communication and presentation skills
- Proficient in the use of MS Office applications and Financial Information Systems

Behaviours

To uphold the mission and beliefs of the Trust by leading by example on our behaviours of:

- **Bravery** -taking personal responsibility, initiating courageous conversations, embracing and pursuing creativity and innovation
- **Humility** – recognise own strengths and limitations, listen so that you can hear, continual self-improvement
- **Team Work** – dignity and respect for others, works collaboratively, focused on purpose of producing great pupil outcomes