



Job Description

Head of Finance

Pay band H/I

Responsible to:	Director of Service Delivery and Performance
Responsible for:	'Thinking Financial' team
Location:	Based in Medway but travel across Trust is required
Hours:	Full time position

Main purpose of the post:

1. To provide oversight of all financial controls within the organisation
2. To develop the finance system to ensure its effective use by all
3. To oversee the funds in the academy and ensure that cash movement is monitored and expenditure by fund is accurate
4. To report on the financial position of the organisation and develop the use of reporting for all
5. To consolidate the Trust budget and act as the lead officer to the Trust Finance Committee
6. To support the work of Thinking Solutions for Education Ltd by providing financial management support for external clients

The post holder will:

Financial controls

- Develop systems and procedures that are forward-thinking and ensure the efficient, effective and accurate management of the Trust's finances.
- Manage internal recharges between Academies and the Trust's central accounts
- Using a financial control framework, including financial accountabilities and authorities to ensure full financial control.
- Update and develop the Trust's Financial Procedures Manual.
- Develop and control a centralised accounting system to ensure that Trust central accounts are effectively managed.
- Monitor month end procedures carried out by all Academies, ensuring appropriate

authorisation checks and reconciliations are made.

- Monitor cash flow across the Trust.
- Manage all Central account activity including, orders, invoicing, month end procedures etc
- Work with and be a key point of contact for external auditors to provide all required information.
- Ensure accounting policies comply with the relevant accounting standards and that group policies are followed.
- Recommend and implement changes that will improve the company's financial performance and financial controls.

System accountant

- Be the System Administrator for the Trust's finance system; managing user access, security permissions, nominal code management and centrally managed processes e.g. Period/Year End closedown, posting depreciation etc.
- Be the primary link between the Trust's finance software provider and Trust users
- Manage and oversee support to all users of the Trust's finance software

Fund accounting

- Review transactions and postings across the Trust to ensure correct fund accounting
- Support and train Business Managers and Accounting Technicians in correct use of fund accounting
- Liaise with auditors to aid in appropriate fund use

Financial reporting

- To produce the financial statements that will ensure that the Trust meets statutory and regulatory requirements
- Provide Management Accounts and other financial reports
- Develop and oversee implementation of the Trust's Financial Reporting Framework
- Oversee financial reports to be used across the Trust.
- Ensure that all required financial returns for external stakeholders are delivered accurately and timely
- To report on the trading activity of all subsidiary companies and ensure that they meet all statutory and regulatory requirements

Budget preparation

- To ensure that the Trust has robust systems to capture and report on the budgets at Academy and Trust level
- To work with the Business Managers to ensure that there is consistency with the assumptions that are being used to set the budget
- To act as the lead officer to the Finance Committee by preparing agendas and reports to this committee on a termly basis

Thinking Solutions for Education Ltd

- To provide financial leadership to other external clients

- To work with the TSfE board to determine

Thinking Financial leadership

- To lead the team within Thinking Financial to ensure they deliver a service that meets the values of the Trust
- To ensure that staffing resources are set to meet a value for money judgement
- To engage with staff development opportunities

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure

that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.