**Director of Finance £63,000 - £68,000 May 2022**

**Job Description**

A highly respected Academy School in Havering is looking for a Director of Finance.

**Role requirements**

Ideally you will be a Qualified Accountant ACCA/CIMA and have:

* Recognised management/business degree or professional qualification/s and/or significant experience in field.
* Evidence of finance, business or administrative management experience to support the day to day operation of a company within financial constraints.
* Experience of managing strategic financial plans and influencing decision making.
* Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets.
* Experience of managing change and implementing new systems/ procedures/controls.
* Experience of leading a team.

The Director of Finance is a member of the Senior Leadership Team (SLT) and is responsible for:

The overall management of the academy’s financial, business management and catering services. This includes the development and effective operation of systems and services within these areas and their compliance with national and local legislation, guidelines and requirements.

* In the capacity of Principal Finance Officer, organising and managing academy finance, including that of its extended facilities, in accordance with the requirements of the ESFA Academies’ Financial Handbook, administering payroll and pension related functions.
* Providing professional leadership and management of academy support staff, to enhance their effectiveness in order to raise standards and achievement.
* Promoting the highest standards of business ethos and strategically ensuring the most effective use of finances in support of the academy’s development plan.
* Assisting the board of governors, the Headteacher and SLT in formulating aims and objectives of the academy and in establishing the policies, systems and procedures through which they shall be achieved, including development of strategic and finance plans.
* Advising on compliance with legislation and guidance including pay and pension issues, Charity commission returns, ESFA and monitoring of academy finance regulations
* Overseeing arrangements for external/ internal audits and ensuring that company records and administration are carried out in accordance with requirements, and advising trustees as necessary.
* The line management of a number of staff falling under this post holder’s remit including their induction, training and appraisal.

**Key Finance and accounting Responsibilities**

* Prepare the academy’s annual budget and submit it to the governing body for approval.
* Monitor income and expenditure in relation to the academy’s budget, and produce monthly reports for the Headteacher and the relevant governors’ sub-committee/s.
* Identify and inform the Headteacher and governors of significant variances to budget, outlining reasons and options available for corrective action.
* Advise the Headteacher and governors if fraudulent activities are suspected or uncovered.
* Maintain a strategic financial plan that indicates trends and requirements of the academy’s development plan and shall forecast future years’ budgets.
* Maximise income and sponsorship generation opportunities including appropriate investments, the preparation and submission of applications and bids, and fundraising.
* Manage the school fund account.
* Manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors.
* Keep all academy accounts and prepare income and expenditure reports in accordance with the ESFA financial regulations, and prepare accounts for submission to the academy’s external auditors.
* Arrange and co-ordinate the annual audit, liaising with all parties involved and ensures that the year-end financial statements conform to the required standard and are submitted to Companies House and the ESFA in good time.
* Maintain and oversee all bank accounts including the academy’s credit card/s, ensuring completion of monthly reconciliations and reporting banking errors to the Headteacher and relevant governors’ sub-committee.
* VAT accounting and payment, and that VAT reclaim returns are submitted as required.
* Completion of the academy’s payroll, and ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted to the academy’s payroll provider within required deadlines.