

Holy Family Catholic School & Sixth Form

Job Description School Finance Director

Responsible to: Headteacher

**Salary (full time, 52 weeks): PO3 (points 32-35) £36,711 - £39,774
(PO4 pts 35 – 38 £39,774 - £42,684 for an exceptional candidate)**

Core Roles of the School Finance Director:

- To work with SLT and Governors to implement Holy Family's Mission Statement in helping to deliver excellent resources for teaching and learning.
- To ensure that the best possible value for money is gained for the school in all respects
- To ensure that the school's financial resources are used effectively
- To ensure that Holy Family meets all its statutory and regulatory financial requirements
- To ensure that all aspects of the school's accounts are accurate, transparent and up to date
- To ensure that Holy Family has access to all possible funding streams outside of the main budget
- To work with the Premises Manager to ensure an excellent environment for work/study in the school
- To ensure that fundraising is effective and maximised
- To work closely with the SLT
- To Line manage and develop the team of finance and other support staff

Specific responsibilities:

1. FINANCE

- Provide strategic leadership, direction and management, ensuring high financial standards, exploring viability and the development of systems appropriate to a VA (Catholic) school.
- Maintain a strategic financial plan that indicates trends and requirements of the SDP and forecasts future year budgets in consultation with the Head Teacher, SLT and Governing Body.
- Be responsible for budget modelling, drawing up provisional budgets and a final budget, and providing financial information, training, and advice to the Head Teacher, SLT and Governing Body.
- Ensure that Holy Family School meets the requirements of the financial standards and prepare the statutory annual accounts and financial reports.
- Manage all school finances in line with EFA financial regulations and the requirements of the annual audit.
- Prepare and monitor the school budget, highlighting issues as they arise and foreseeing potential difficulties.
- Prepare a detailed monthly budget monitoring report, based on the principles of accrual accounting, for the Governing Body's Finance Committee, focusing on future years' projections, benchmarking and best value.
- Monitor staffing costs monthly, with the HR manager, ensuring that staffing costs reflect the target of 80% of the school's overall budget

Holy Family Catholic School & Sixth Form

- Provide financial advice, information and analysis for the Head Teacher, SLT and Governors
- Establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required.
- Manage, in collaboration with appropriate staff, relevant contracts including negotiations of all new contracts ensuring that consistent and effective contracting arrangements are maintained, seeking best value at all times.
- Keep abreast of financial and legal developments across the Educational Sector.
- Ensure best value in the acquisition of all services and resources through effective procurement.
- Prepare information for statistical and other returns for the EFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary.
- Manage the ordering, processing and payment of all goods and services and be responsible for an asset register.
- Maintain records to meet legal and tax requirements.
- Plan and manage cash flow and investment activity to meet the needs of the SDP and in consultation with the Head Teacher and Governing Body.
- Manage the maintenance of all financial accounts and ensure the provision of regular reports to all budget holders.
- Advise all staff on correct financial procedures through the delivery of in house training on resource management.
- Ensure that action points from the annual audit are acted upon swiftly and effectively.
- Manage the 'School Fund' effectively, in accordance with the above guidelines.

2. FUNDRAISING

- To work with the member of SLT responsible for marketing and fundraising to generate income for the school
- Ensure that the 'School Fund' is collected from as many families as possible, and is used to ensure best value for the school.
- Have an entrepreneurial approach

3. PREMISES, FACILITIES and HEALTH and SAFETY

- To work with the Premises Manager to ensure value for money in maintenance and delivery of contracts
- Work with SLT and Premises Manager to ensure emergency/disaster planning and for a business continuity plan, so that Holy Family is insured and covered for all eventualities.

4. LOCAL COMMUNITY

- Work with new and existing partners to ensure value for money and to make financial savings.
- Contribute to Holy Family's place and profile in the local and wider community.
- Work with our feeder primary schools as required on the financial implications of various initiatives.
- Attend local finance managers' meetings.

Holy Family Catholic School & Sixth Form

5. LINE MANAGEMENT and TEAMWORKING

- Provide leadership and direction to the Finance team, ensuring they are appropriately line managed and supervised in accordance with policies and procedures.
- Line manage an additional team of support staff (details to be negotiated)
- Ensure staff meet high standards of work and conduct.
- Carry out the appraisals of a team of support staff, in line with school policy

6. OTHER DUTIES

- Keep all members of the school community informed, where required. Good communication skills are central to this role.
- Represent the Head Teacher at appropriate meetings as required.
- Be responsible for your own professional development, as well as that of others
- Create and maintain good working relationships among all members of the school community.
- Attend Governor Finance, Health& Safety and full Governing Body meetings, SLT meetings, and other meeting as appropriate.
- Review and update school policies in consultation with the SLT and Governors and communicate to all concerned.
- Undertake any other duties commensurate with the grade, as directed by the Head Teacher

Note:

Given the dynamic nature of this role, it must be accepted that there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder

February 2020

Holy Family Catholic School & Sixth Form

Person Specification: School Finance Director

Responsible to: Headteacher

Salary (full time, 52 weeks): PO2/PO3 (points 32 - 38): £36,711 - £42,684

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Hold or be working towards a professional accountancy or business management qualification. 	<ul style="list-style-type: none"> • Degree level qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Evidence of being able to improve and raise standards. • Participation in regional / national business management networks. • Proven track record of leading and managing others. • Knowledge of key financial information e.g. VAT, education funding methodology, etc. • Track record of successful income generation through a variety of means. • Knowledge of audit requirements. • Evidence of continued professional development. 	<ul style="list-style-type: none"> • Extensive experience of working with finance in a secondary school • Experience of working in a Catholic secondary school • Knowledge of contracting arrangements for various parties involved with a VA (Catholic School)
TRAINING	<ul style="list-style-type: none"> • ICT skills and systems. • Financial accounting and use of financial software • Development of management skills. 	<ul style="list-style-type: none"> • SIMS (School Information Management system). • Health & Safety procedures.
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> • Exceptional leadership skills and ability to motivate and inspire others. • Work to high levels of accuracy. • Proven capacity to work innovatively and independently. • Excellent ICT skills • Be able to anticipate problems and offer a variety of innovative and creative solutions. • Ability to lead teams and prioritise work of themselves and of others. • Ability to think and act strategically. • Excellent interpersonal and communication skills in dealing with colleagues, and other people and organisations with whom Holy Family works in partnership. • Ability to manage complexity and diversity. • Organise and develop effective systems. • Ability to work in collaboration with partner organisations, the community and other stakeholders. • Tenacity, flexibility and the ability to work effectively under pressure. 	

Holy Family Catholic School & Sixth Form

<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Be able to work with the school’s Mission Statement underpinning all aspects of the role • Trust and integrity • Confidentiality and discretion • Good communicator • Fairness and equality • Empathy • Abide by the school’s policies • Takes the initiative • ‘Can do’ attitude • Team work and collaboration • Prepared to work flexibly • Good listener • Smart appearance • Cheerful, optimistic, and enthusiastic, and have a sense of humour and perspective! 	<ul style="list-style-type: none"> • Be a practising Catholic
<p>PERSONAL CIRCUMSTANCES</p>	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance. • This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced CRB check is required. • Be fit to carry out the duties required of this role. 	
<p>SAFEGUARDING</p>	<ul style="list-style-type: none"> • Has appropriate motivation to work with children and young people and can relate to them in a positive way. • Ability to maintain appropriate relationships and personal boundaries with children and young people. • Displays commitment to the protection and safeguarding of children and young people. 	