

**Job Description****Academies Finance Director****Job Purpose:**

To ensure effective financial processes and systems are developed and implemented in The Trust's academies. To regularly review academy systems and provide support where needed across the Academy Transformation Trust network. To provide a link between The Trust Head Office and Trust academies by working with the Business/Finance Managers in individual academies and the Head Office team.

To develop and manage The Trust's estates strategy ensuring all sites are fit for purpose and to identify capital and bidding opportunities.

**Responsible to:** Group Finance Director

**Responsible for:** Management and oversight of all Trust financial aspects across the academies and the development and management of the Trust estates strategy.

**Specific Responsibilities:**

- Working with the GFD, contribute to the strategic direction of the Academy Transformation Trust and its academies
- Support the GFD to have oversight of the preparation of annual academy budgets and performance data in accordance with the requirements of the Education Funding Agency and the Trust board
- Development and oversight of the Estates Management Plan, including the long term replacement programme of assets and the identification of funding and bidding opportunities
- Review of monthly management accounts and budget monitoring reports for academies, highlighting areas requiring attention to the Group Finance Director and providing feedback to the academy finance teams
- Ensure monthly management information from the network of academies is both accurate and fulfils the requirements of the Head Office
- Assisting academies in the development of internal controls and systems that meet the requirement of The Trust
- Assisting academies in the development and delivery of financial plans, taking into account DfE /EFA funding guidelines
- Preparation of regular financial data as required by the Group Finance Director and other stakeholders in relation to monitoring of expenditure
- The oversight of the Trusts PS Financials accounting system, maintaining the charts of accounts and system parameters. Controlling accessing rights, running regular and ad hoc reports as necessary and ensuring appropriate back-ups are created

- Ensuring appropriate insurance cover is in place and arrangements are regularly reviewed and monitored
- Monitoring academy financial arrangements, ensuring the provision of value for money across the network and researching opportunities for efficiency savings where possible

Support the GFD in the:

- Preparation of Trust wide financial manuals and guidance notes –
- Preparation of annual academy budgets and performance management data in accordance with the requirements of The Trust Board, Local Governing Body and Department for Education -
- Preparation of the annual accounts, DfE returns and other financial statements in accordance with the Companies Act 1985 and DfE requirements
- In accordance with the academies financial handbook, ensuring that appropriate risk management processes are in place and monitoring is reported back to the Trust
- Identification of new sources of income for the group and ensuring that appropriate steps are taken to access the funds
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- Providing key financial information for members of the executive team for appraisals of opportunities when needed

The person appointed will also be responsible for the management of the due diligence process involved with new academies joining the Trust.

As a senior member of the team the person appointed will be expected to take an active part in the life of The Trust network e.g. attendance at events, assistance with financial advice on specific projects and proposals etc.

### **Person specification**

#### **Essential**

- Accounting experience at a high level in a school/academy basis
- A successful track record of more than 5 years in a senior finance role
- Strong commercial awareness
  - Track record in effective budget preparation and controls
- Analytical and problem solving skills
- High level ICT skills
- Experience in interpreting financial reports and accounting information for management and identifying actions required as a result
- Excellent communication and presentation skills
- Ability to relate well to colleagues at all levels
- Numeracy and the ability to interpret data accurately
- Able to identify with and actively promote the goals and ethos of ATT and its academies

- An understanding of the principles and practice of risk management
- Able to identify with and actively promote the goals and ethos of the academies
- Previous experience in an education setting
- Experience of school/academy estates management and development and management of estates strategies

The successful applicant will need to be willing to travel and hold a current full driving license

**Desirable**

- Proven track record in a senior position of a significant finance function
- Knowledge of PS Financials