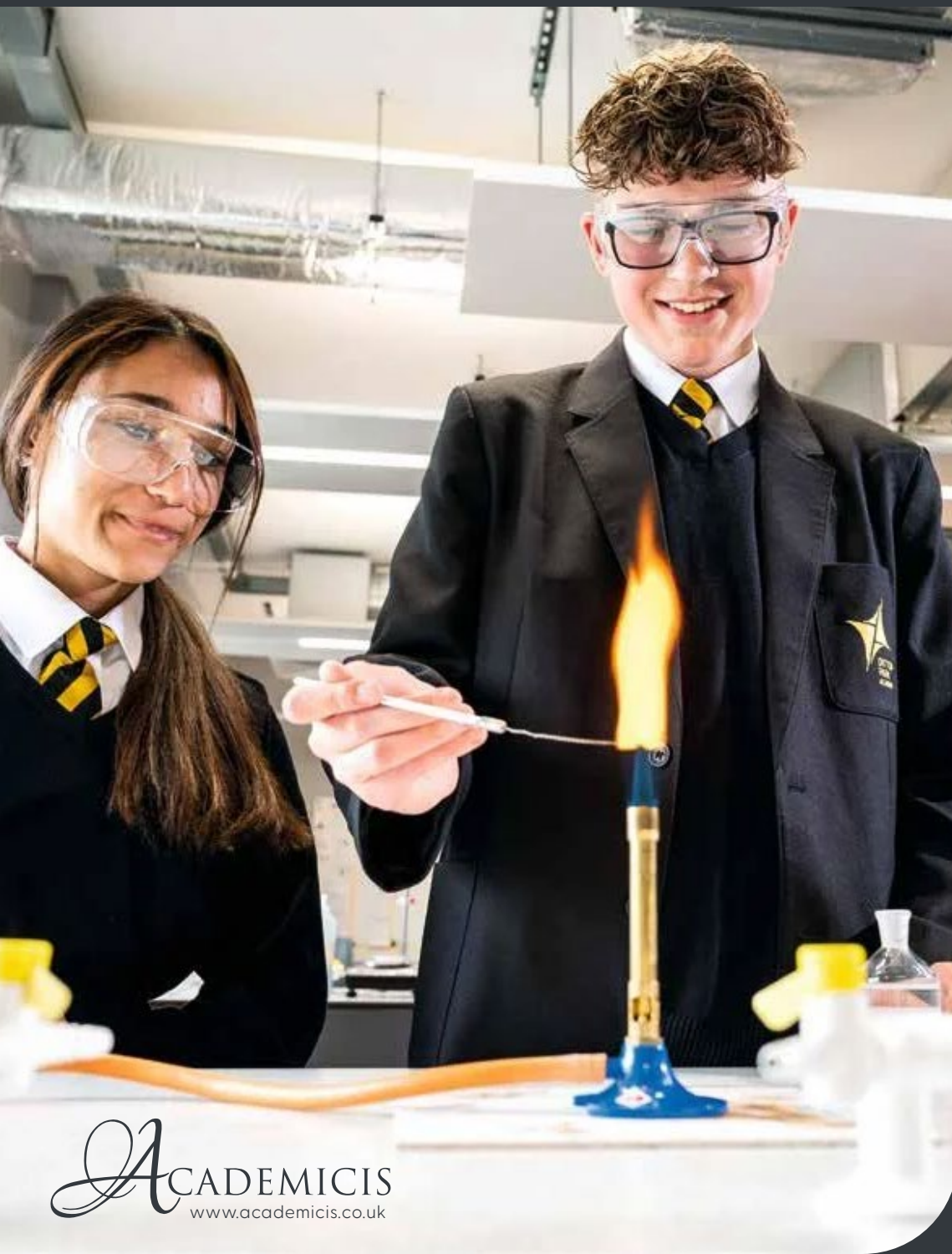


Finance Director Candidate Pack



Welcome Letter

Dear Applicant,

Thank you for expressing your interest in the post of Finance Director.

Ditton Park Academy promotes an ethos of “active citizens”, whereby students are empowered to participate in decision making and provide input into the wellbeing, public service and economic sufficiency of their community. To help students achieve this, the academy is focused on providing an excellent teaching and learning environment that is inclusive and caters for students as individuals.

The academy’s aim is to provide educational and workplace opportunities that are geared towards maximising achievement. Teachers work hard to deliver the right curriculum for students, along with a wide range of extra-curricular and enrichment opportunities.

All visitors will notice, when they visit, how proud the students and staff are of our Academy.

If you feel you have the passion and expertise to join us as our new Finance Director, please do read on through the application pack and we look forward to receiving your application.

Nick Caulfield
Principal



Vision and Values

To maximise potential in a nurturing and aspiring community providing opportunities to make positive contributions as global citizens, now and in the future.

It develops confident young people, who excel in their educational, personal and social development, achieving more than they believed possible.

All of our students are “active citizens”. They are encouraged and given the confidence to participate in decision making, providing support and/or creative input across the three areas of family well-being, public service and economic sufficiency. Through this we develop self-confident and responsible students who contribute to the local community of Slough.

An expectation that lifelong learning not only underpins success in adult life but that it will be a necessity in order to actively participate in the future economic world underpins the culture and curriculum of the Academy.

The Academy provides outstanding teaching and learning opportunities that ensure the achievement and success of the students that enables them to move on with confidence into work, further training or higher education.

We provide an inclusive learning environment where all learners are welcome and able to succeed. Learning pathways are tailored to suit the interests and aptitudes of individual students. A personalised approach to planning the curriculum ensures that teaching and learning is differentiated in a way that maximises each student’s attainment and achievement.

We recognise the need for all learners to have the skills to be able to adapt to and use fast changing global technologies that will be relevant to their future employment



Our Vision

To maximise potential in a nurturing and aspiring community providing opportunities to make positive contributions as global citizens, now and in the future.

"Our future lies in the present"

Job Description

Salary: Level 9, SCP 42 - 47 - (£50,512 to 55,766) pro-rotta term-time + up to 4 weeks

Line of responsibility: The Finance Director will be directly responsible to the CFO

Job purpose

The core purpose of the Finance Director's role is to ensure the accurate and timely preparation of the management accounts, with meaningful commentary on which senior management and the Trust Board and its committees can rely to inform decision making. The role will be a key point of contact for the Trusts auditors working closely with the CFO to ensure the Trust's financial management systems and processes are compliant with the Academy Trust Handbook, the academies accounts direction and the charities SORP.

The Finance Director is responsible for:

- Organising and managing school finance, including that of its extended facilities, in accordance with the Academies Financial Handbook, and administering payroll and pension-related functions.
- Assisting the Trustees, Principal and senior leadership team (SLT) in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required.
- The line management of the Senior Finance Assistant falling under her/his remit including their induction, training and appraisal.
- To assist in ensuring compliance with statutory financial requirements of Academy Trusts and data security in line with the ESFA guidance, company and charity law, GDPR and best industry practice.
- To operate the Trusts accounting systems ensuring the accurate recording of all financial transactions in line with the principles of accruals accounting.
- To oversee the management accounting for capital projects including returns required to the ESFA where necessary.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Job Description

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

Finance and accounting

- S/he shall, in consultation with her/his line manager and the Principal, prepare the school's annual budget, budget projects/forecasts and review and update as necessary.
- S/he shall monitor income and expenditure in relation to the school's budget, and produce monthly reports for the business manager, Principal and the relevant Trust sub-committee/s.
- S/he shall oversee reports to budget holders with monthly updates of their accounts and advise them on matters relating to their budgets.
- S/he shall keep all school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations, and shall prepare accounts for submission to the school's auditors.
- S/he shall co-ordinate with the CFO to schedule the annual audit, liaising with all parties involved.
- S/he shall ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- S/he shall be responsible for cashflow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- S/he shall monitor the payment of salaries by the school's payroll provider, liaising with the provider as required.
- S/he shall, in conjunction with the nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- S/he shall carry out and keep analyses of costs and other statistical information.
- S/he shall supervise the school's computerised finance accounting package ensuring that required back-ups are carried out and kept securely.
- S/he shall be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status.
- S/he shall have oversight of the school's asset register ensuring that it is maintained and updated on a monthly basis.
- S/he shall advise the Trust board and its committees as required.



Job Description

Personnel

- S/he shall oversee arrangements for the induction of all new staff within her/his areas of responsibility.
- S/he shall be responsible for identifying training needs and the ongoing professional development for all staff within her/his areas of responsibility.
- S/he shall be responsible for the appraisal arrangements for all staff within her/his areas of responsibility.
- S/he shall oversee the effective deployment of all staff within her/his areas of responsibility.

Administration

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the Principal and the Trust board.
- S/he shall undertake responsibility for all necessary administration relating to all areas within her/his remit.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall process, input, extract and analyse information from the school's system(s).

- S/he shall ensure compliance with data protection regulations.
- S/he shall deal with correspondence promptly and as required.

General

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall attend training sessions and meetings as required including Trust sub-committee meetings.
- S/he shall keep up-to-date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate.
- S/he shall support the Principal and line manager in advising the governing board and its committees as appropriate.
- S/he shall implement, in conjunction with relevant staff and members of the SLT, all health and safety procedures and requirements.
- S/he shall seek, consider, and act upon professional support and advice as required.



Person Specification

You will be a solutions orientated self-starter, who is an excellent communicator. You will be able to explain financial data to non-financial stakeholders in a simple way. An experienced finance professional with influencing skills; you will be a confident presence with the ability to speak candidly on decisions that have a financial consequence. You will be grounded, with good interpersonal skills and a collaborative approach, a partnership mindset and the ability to build strong cross-functional relationships. You will take ownership with resilience of the delivery of your responsibilities for the Trust, proactively seeking continuous improvement through creativity. Seeking to invest in yourself and your future, you will have an appetite for learning and personal development.

The importance of this role to the Trust is such that you must be a qualified or part qualified accountant (CIPFA, AAT, ACCA, CIMA) or equivalent.

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • 5 GCSEs or equivalent including Maths and English Grade 4 or above. • 3 A Levels or equivalent • Appropriate financial qualification/s (CIPFA, AAT, ACCA, CIMA) and/or significant experience in field. • Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment/company within financial constraints. • Experience of operating accounting systems for accruals accounting. • Experience of producing monthly management accounts, investigating variances and commenting appropriately. • Experience of liaising with internal and external auditors resolving queries and compiling evidence where required. 	<ul style="list-style-type: none"> • Associated accounting qualification. • Evidence of finance, business or administrative management experience within a school, charity or similar environment. • Honours degree 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews • Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to proficiently use office computer and finance software (Access) including word-processing, spreadsheet, information and internet systems. • Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. 	<ul style="list-style-type: none"> • Knowledge and understanding of the Academies Financial Handbook. • Knowledge of the statutory environment for management accounting. • Working within the public sector • Knowledge of Charities SORP • Knowledge of the Academies Accounts Direction • Awareness of audit processes and the need for internal scrutiny. • Evidence of recent professional development. 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews

Person Specification

Essential

Desirable

Evidence

Knowledge and skills continued

- Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.
- Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money.
- Working knowledge of law, contracts, Freedom of Information Act, copyright, data protection and GDPR.

Personal qualities

- Excellent interpersonal skills with ability to maintain strict confidentiality.
- Ability to gather, analyse and evaluation financial information accurately to produce management reports and information.
- Efficient and organised with the ability to make decisions and use initiative where required.
- Able to work under pressure and meet tight deadlines.
- Personal integrity and the ability to inspire it in others.
- A diplomatic and patient approach.
- Initiative and ability to prioritise one's own work and that of others to meet deadlines.
- Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.
- A willingness to seek specialist advice and awareness of where to seek it.
- Able to attend evening meetings if required.
- Efficient and meticulous in organisation.

- A track record of enhancing service delivery through proactively seeking process improvement

- Application form
- Letter of application
- References
- Interviews

Safeguarding

- Commitment to the highest standards of child protection.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community.

- Training in safeguarding and Prevent

- Application
- Interview
- References



How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Rebecca Beach, rbeach@academicis.co.uk or 01223 907979 / 07733 628155

Please email your application to,
Rebecca Beach, rbeach@academicis.co.uk

Closing date: 15th July 2024

Shortlisting date: 15th July 2024

Interviews: 17th July 2024

