

Job Description

MAT Finance Director/MAT Business Lead

Grade and Salary:	Salary: Grade 11
Hours and Weeks	14.8 hours, full year
Responsible To	Directors, CEO and Headteachers
Responsible For:	Admin/Finance/Governance and facilities
Effective Date:	1 st September 2017 (earlier if possible)

1. Key Areas of Responsibility

To provide strategic oversight of the finances as well as strategic oversight and management of the physical resources of the schools in order to ensure a safe and secure environment and to support the schools in improving outcomes for children, young people and the community.

The Business Lead will have a key strategic role in the management of the schools and will be responsible for:

- Supporting the Board in strategic financial planning
- Governance
- Payroll
- Human resources management
- Procurement and contract management
- Health & Safety
- Premises and facilities management
- Income generation
- Specific development objectives identified within the SEF
- Line management of (including their respective teams):

In addition the Business Lead will:

- To be responsible for all aspects of financial and business management of the schools and to ensure effective teaching and learning through strategic financial vision and leadership ensuring best value and the highest quality provision.
- Reporting to the CEO, Headteachers and Directors, be part of the Senior Leadership Team
- To be accountable for strategic planning aspects including all financial implications and ensuring that the schools makes the best possible use of resources available.
- To be accountable for the majority of the disciplines of Finance, Personnel Management, Site Management, Administration and all matters within the management of the schools which are supportive to, but do not involve, the teaching function.
- Comply with Data Protection, Health and Safety and Equal Opportunities policies and legislation.

- Take an active part in appraising own work against agreed priorities and targets

2. Ensuring Best Value for the Schools

- Effective leadership of a range of teams to ensure best value for the schools.
- To review team spending and ensure best value is achieved.
- To review income generation provided by catering
- Ensure line managed staff are efficient and effective.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Actively contribute to the development of quality improvement programmes across the schools.
- Proactively implement the school's policies and procedures.
- To advise the CEO, Headteachers and Directors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the schools.
- To oversee the CMAT and individual school Finance Officers in respect of:
 - a) Preparing for approval by the CEO, Headteachers and Directors the annual estimates of income and expenditure.
 - b) Obtain agreement of budgets, and to monitor accounts against budgets.
 - c) Prepare regular management accounts for budget holders and to report on the financial state of the schools to the Governors.
 - d) To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
 - e) To prepare the final accounts and to liaise with auditors.
 - f) To be responsible for the management of the schools accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
 - g) To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
 - h) To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

3. Strategic Leadership Role

As a member of the Senior Leadership Team, the post holder will:

- Consult with the CEO, Headteachers and Directors and contribute to the CMAT and Schools' Development Plans taking into account the performance improvement objectives, future funding projections, and other potential events and activities.
- Provide clear information, advice and recommendations to the CEO, Headteachers and Directors regarding strategic development of service support, the utilisation of CMAT assets and the development of the CMAT's business activity, to ensure the best possible learning environment for students.
- Participate and represent the CMAT in national and local networks of Bursars/Business Directors and Managers, so that the CMAT is alert to new trends and is familiar with current best practice.
- Undertake line management of staff as required and to participate in Performance Management, including relevant training opportunities for staff development, in line with the CMAT's staffing policies and procedures.

- Take responsibility for developing and implementing policy, practices and procedures in relation to areas of responsibility, working in partnership with other leaders.
- Contribute towards the CMAT's procedures for monitoring and reviewing and be responsible for self-evaluation, in relation to areas of responsibility, in line with schools policy.
- Other areas of work commensurate with the purposes of the post.

4. Financial Planning, Management and Reporting

- Working with the CEO, Headteachers and Directors to develop, maintain and fulfil the financial strategy for the CMAT.
- Continually develop the Financial Policy, in line with DfE/EFA requirements, to ensure good and consistent practice and adherence to good governance principles and effectively manage staff in relation to financial management procedures and day-to-day financial matters.
- Advise the CEO, Headteachers and Directors on the interpretation and application of statutory regulations, schools policies and agreed procedures in respect of the management of the finances.
- Support the Board in the preparation of the annual budget as part of the three year financial plan.
- To be responsible for sales and purchases, income generation - sponsorship, lettings and business activities.
- To set objectives for financial management and service support, to monitor progress and to advise on any necessary remedial actions and to participate in Performance Management, and in relevant training opportunities.
- Oversee the cash flow of the CMAT and implement creditor and debtor policies and procedures.
- Research and complete funding bids to external bodies including Government departments. Adhere to strict deadlines and monitor the funding to ensure that any funds received from successful bids are spent appropriately and within time scales.
- Ensure the CMAT receives value for money.
- Prepare and implement policies concerning the buying and ordering of all CMAT supplies and services.
- Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.
- Monitor the operation of contracts for the supply of services to the CMAT.

5. Human Resource Management

- Oversee the management and maintenance of accurate personnel records for all staff.
- Make arrangements for an effective HR and payroll system and ensure compliance with all relevant legislation.
- Oversee the safe recruitment of staff including sending out offer letters and contracts on a timely basis.
- Ensure an excellent HR service is provided to all CMAT staff.
- To oversee the report on absences and that the monthly sickness absence report is presented to the CEO.
- Ensure that any grievances, disciplinary and other employment matters are dealt with efficiently and effectively, taking advice from solicitors as appropriate.
- Ensure best value is obtained in terms of costs of recruitment, solicitors and temporary staff.
- Ensure that, as a senior member of staff, CMAT, in relation to all aspects of day-to-day practice, are modelled in order to support other staff in understanding and responding to the high expectations required by the CMAT.

- Work with members of the Senior Leadership Team and the Finance and HR Officers to ensure that Support Staff development needs are identified and appropriate programmes are designed to meet staff development and that their training is incorporated into the overall CMAT professional development.
- Be responsible for the efficient and effective deployment of staff directly associated with the roles and responsibilities of this post and for monitoring this on a regular basis.
- Be responsible for, and support, recruitment procedures in relation to relevant posts in line with CMAT policy.
- To maintain confidential staff records and to ensure that staff records held in the schools by others are kept confidential.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, welfare, premises and maintenance.

6. Payroll

- Make arrangements for an effective payroll system and ensure compliance with all relevant legislation.
- Oversee the preparation of reports and returns as requested on payroll payments made including PAYE, expense payments, National Insurance, pensions and any other relevant payments.
- Ensure all government returns are submitted accurately and on time.
- Deal with all personnel matters relating to salary, pension and HM Revenue and Customs queries.
- Be responsible for supporting and challenging staff in line with CMAT staff management policies, including management of staff in relation to conduct, capability and attendance.
- Conduct Performance Management for the relevant staff.
- Ensure the Performance Management of Support Staff is carried out by the member of staff responsible.

7. Facilities Management

- Developing and implementing strategies for premises management to ensure quality is maintained and improved.
- To be responsible, in liaison with colleagues on the Board and other external providers, for the CMAT's Asset Management Plan, ensuring that accurate data is maintained and that the appropriate priorities are set, taking part in on-site surveys, liaising with architects and drawing up proposals as required.
- To be responsible for facilities management, including project appraisal, maintenance, security and ground maintenance and all financial matters related to DFC, dealing with all VAT liabilities, following CFR expectations.
- Manage the identification and review of all contracts for services to the CMAT and assist in developing and implementing the Premises Development Plan.
- Oversee the Premises and Facilities in respect of all aspects of premises management including implementation of health and safety requirements and site security.
- Ensure that an annual inventory check of CMAT stock, equipment and other expendable resources is carried out and that regular and random checks are undertaken.
- Lead and manage the relevant Premises and Facilities Staff and site management team(s) to ensure that the CMAT premises are kept clean, meet health and safety requirements and that general maintenance and repair work is carried out on an on-going basis and satisfactorily completed on time.
- Ensure that best value is obtained in terms of costs of building maintenance and capital expenditure from various services providers.

- To maintain systems in order to provide statistical returns for outside agencies i.e. DfE/EFA and others.
- Actively participate in the development and maintenance of schools policies and practices which ensure that the CMAT has a safe and welcoming environment.

8. Marketing

- To promote the CMAT to different audiences and raise the profile within the community.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

9. Governance

- Prepare and maintain CMAT risks register.
- Prepare statement of internal controls annually or as required.
- To review and maintain the CMAT data protection, anti-discriminatory law and have oversight of the CMAT Health & Safety policies and to ensure that all required procedures, including DDA requirements, are in place and observed.
- Responsible for the development and implementation of the CMAT financial and service support policies, systems, and procedures, ensuring that they comply with agreed policies, relevant legislation, financial regulations and standing orders.
- Ensure the CMAT meets all its financial obligations.
- Advise CEO, Headteachers and Directors on external and internal audit arrangements as required by financial regulations and funding bodies.
- Liaise with auditors in conjunction with the Board.
- Support the Board in the implementation of audit requirements as they affect all financial activities at the CMAT.
- Overseeing that the CMAT complies with all examination board requirements i.e. storage of papers, etc.
- Make the necessary arrangements for insurance cover for the CMAT and ensure that claims are dealt with in an efficient and effective manner
- Ensure that tax obligations are discharged correctly and effectively.

10. Health & Safety

- Ensure compliance with all relevant legislation.
- Play a key role in devising and implementing strategies that will further the CMAT's ability to deliver the five outcomes of *Every Child Matters*.

Person Specification	
MAT Finance Director/ MAT Business Lead	
Criteria	Standard
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Relevant professional qualification such as a Degree, Diploma or Advanced Diploma in Management/Schools Business Management or equivalent experience at senior level • Evidence of sustained continuous professional development <p>Desirable</p> <ul style="list-style-type: none"> • A Certificate in Financial Reporting for Academies, AAT or Chartered Institute for Public Finance and Accountancy (CIPFA) would be a distinct advantage. • HR qualification (CIPD or equivalent)
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Be experienced at working in an educational establishment at senior level and will be prepared to lead, inspire and challenge. • Have a track record of success in the delivery of support services and managing transformational change. • Be a versatile thinker who can look forwards and outwards to develop and champion innovative solutions. • Experience of working at senior leadership level within an educational environment. • Management and leadership of staff - experience of supervising/managing staff and a thorough understanding of staffing issues and building, leading and sustaining complex working relationships. • Experience of working in a busy organisation and dealing with confidential matters. • Experience of financial and budgetary management. • Experience of personnel management. • Consistent achievement at SLT level. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of working in an schools/schools environment would be an advantage.
Knowledge	<ul style="list-style-type: none"> • Extensive and demonstrable knowledge of company legislation including extensive experience of schools policy and governance and the development of policy and practice • Knowledge of the management, staff profile and functions within schools • A comprehensive knowledge of government policy context and its opportunities and challenges relating to all areas covered by the main job task. • Knowledge of legislation including statutory requirements for areas identified by main tasks • Managing change and implementing new ways of working • knowledge of educational legislation, guidance and legal • knowledge of Equal Opportunities • Health and safety legislation relevant to the schools, academies and colleges.

	<ul style="list-style-type: none"> • Financial regulations - vast experience of how educational establishments are funded. • Personnel procedures and employment legislation. • Knowledge of Schools Financial Value Standards (SFVS)
Skills	<ul style="list-style-type: none"> • Excellent communication skills - Able to communicate effectively in a clear and compelling way with different audiences and build strong working relationships with Headteachers, Governors and Directors • A well-developed analytical, strategic, planning and organisational skills • Able to analyse information and complex data and identify relevant legal implications and solutions • Able to lead and change and encourage creativity and innovation with competent influential and negotiation skills • Able to establish and grow networks and partnerships and create opportunities for growth and income generation • Proficient ICT skills • Able to lead and develop teams, manage performance, coach others • Well-developed presentation and report writing skills • Ability to handle emergency situations, keeping calm under pressure. • Effective management and leadership of staff, achieving service quality and in setting/achieving strategic objectives. • Able to prioritise work and to meet and manage work to tight deadlines.
Experience	<ul style="list-style-type: none"> • Technical - experience authoritative specialist (financial, personnel, ICT) • Managerial – significant whole schools operation and initiatives • Interpersonal – common courtesy and tact, confidentiality, sense of humour, working in close proximity to others and inspiring and motivating others. • Broad experience in business management and company secretarial support in an education setting • Demonstrate extensive experience of working at senior level providing HR advice to a range of stakeholders • Experience of policy development • Prioritising and planning varied tasks and activities including managing a complex workload • Experience of managing the work of others. • Experience of responding flexibly in a changing and demanding environment, prioritising work under pressure and meeting tight deadlines. • Identifying and highlighting resource issues to management • Delivering objectives in an effective way, minimising waste • Experience of the development of new systems and processes. • Practical experience of working directly with Headteachers, Directors and committees to achieve objectives • Demonstrable experience of managing or advising on major organisational change • Evidence of working as a member of a team in an environment which included taking initiative and self-motivation;
Creativity	The post holder will regularly need to use their analytical skills, creativity

and Innovation	and problem- solving skills in order to:- <ul style="list-style-type: none"> • Complete funding bids. • Prepare statistical information in various formats to meet the needs of the CEO, Headteachers and Directors, and other agencies. • Develop and update policies whilst keeping them in line with government and the appropriate HR guidelines and legislation. Changes to policies and procedures may possibly affect the way that other staff complete their work, and will have a major effect on the strategic outlook of the schools as a whole. • Provide innovative solutions to both short and long term projects.
Decision Making	Although the final decisions for the CMAT remains with the CEO, Headteachers and Directors the post holder will:- <ul style="list-style-type: none"> • Make strong recommendations to the CEO, Headteachers and Directors over financial matters, and policies and procedures that will have an impact on the individual schools and staff, students, parents and anyone connected with the CMAT. • Health & Safety issues - the post holder will have autonomy to contact the appropriate personnel to carry out any repairs. • Negotiate quotes and obtain best value work to be carried out by external contractors. • Involvement in Performance Management Reviews, ensure training requirements for associate staff are known to SLT and implemented as soon as possible.
Personal style and behaviours	<ul style="list-style-type: none"> • Demonstrate personal resilience and strong personal organisation and time management • Demonstrate willingness to challenge and be challenged • Interpersonal – common courtesy and tact, confidentiality, sense of humour, working in close proximity to others • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example • Promotes diversity and equality of opportunity • Self motivated and the ability to motivate others. • Demonstrate a commitment to personal development in self and others • Flexibility to work within their contracted hours, which will include some evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are no smoking sites.