**JOB DESCRIPTION**

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| **JOB TITLE** | Interim Finance Director/Head of Finance |
| **REPONSIBLE TO** | CFO |
| **RESPONSIBLE FOR** | Finance Managers (x3)Payroll ManagerFinance Administrator |
| **Salary** | NJC Grade 11 SCP 35-40 £46,581-£53,289 (Pay award pending) |

**JOB PURPOSE**

The Interim Finance Director / Head of Finance will provide operational financial leadership across the Multi-Academy Trust (MAT), reporting to the CFO. The role ensures sound financial management, robust compliance, and delivery of financial services to support the Trust’s strategic and educational objectives. This includes oversight of management accounts, payroll, statutory reporting, financial planning and risk management.

**MAIN RESPONSIBILITIES**

* Act as the lead for the strategic planning process for annual budgets, 3-year forecasting and periodic forecasts for the Trust and its schools (12 cost centres)
* Ensure that the Halliard Trust is compliant with all legal requirements relating to accounting processes and practices, public sector finances, HMRC regulations and the Academy Trust Handbook
* Oversee the delivery of the in-house payroll service, ensuring all statutory deadlines and submissions are met and staff are paid accurately and on time and that relevant pension contributions are collected and paid and all required records kept.
* Provide sound advice to the Trust Board and schools on all financial matters, in order to improve performance and opportunities
* Have overall responsibility for the production of the annual accounts (through the external accountants) and manage the internal and external audit process
* Ensure the production of monthly management accounts for all schools and the central budget, and highlight anomalies and trends that may affect budget planning promptly
* Ensure the reconciliation of all schools’ control accounts monthly, review other accounts and calculate monthly journals
* Responsible for the management of the recovery of bad debt across all schools within the Trust
* Proactively manage the cash position of the Trust and its operating activities, and report regularly on this aspect of financial management to the CFO and Trust Board
* Plan and co-ordinate all tax and treasury management practice and policy
* Responsible for all finance related statutory returns
* Manage the finance team staff development, conduct staff development reviews and participate in training, induction and staff development events
* Attend Board sub-committee meetings and the main Board meetings (as required)
* Prepare reports for Board sub-committees and the main Board meetings as required
* Review and update the Finance risk register in conjunction with the CFO, manage the risks and plan remedial action
* Ensure that the Trust achieves value for money across all its activities, including the delivery of services
* Ensure that the finance team seeks continuing improvement in its management and systems.
* Draft and review finance related policies and procedures

**Safeguarding**

Whist every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in the job description. Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the CEO and Board of Trustees from time to time, up to or at a level consistent with the main responsibilities of the job.

**PERSON SPECIFICATION**

Essential:

* Bookkeeping or accountancy qualification (e.g. AAT)
* At least 5 years’ experience in operational finance
* Level 3 qualifications (A-levels or equivalent)
* Knowledge of academy sector financial compliance
* Strong Excel skills

Desirable:

* Experience in managing finance within the public or charitable sectors
* Undergraduate degree
* Experience with Sage 200
* Experience with Orovia payroll and budget software
* Familiarity with in-house payroll processes
* Line management experience