

Job Description

Director of Business and Finance

Grade 10

Reports to: Principal

Responsible to: Principal and Board of Directors

Member of: Senior Leadership Team

Purpose of the Role

The Director of Business and Finance provides strategic and operational leadership for finance and support services within Cheetham Church of England Community Academy, a single academy trust.

Working closely with the Principal and Senior Leadership Team, the postholder ensures effective financial management, robust compliance, safe estates oversight and strong organisational systems that enable the Academy to deliver the very best for the children and families we serve.

Key Responsibilities

1. Financial Leadership

- Lead the Academy's financial planning and contribute to long-term sustainability
- Prepare the annual revenue budget for approval by the Board of Directors and monitor in-year performance
- Lead the development and delivery of capital projects, including the preparation and management of CIF bids
- Advise the Principal and Board on financial matters, risk and resource allocation
- Ensure compliance with the Academy Trust Handbook and statutory financial requirements

2. Financial Control and Procurement

- Maintain effective internal financial controls and procedures
- Oversee procurement and contract management processes to ensure compliance and value for money
- Manage tendering processes, service specifications and supplier performance
- Coordinate audit processes and respond to findings appropriately

3. Estates, Health & Safety and Risk

- Oversee facilities management and capital developments
- Ensure Health & Safety compliance, emergency procedures and contingency planning are in place
- Support effective risk management and business continuity arrangements

4. Data and Reporting

- Lead operational reporting systems relating to finance, HR and compliance
- Ensure accurate and timely submission of statutory returns
- Provide clear financial and operational reports to Senior Leadership and the Board
- Ensure data protection and confidentiality requirements are met

5. Operational Leadership

- Line manage designated support staff, including appraisal and performance monitoring
- Ensure effective HR processes and workforce compliance
- Provide oversight of the Academy's IT systems and digital infrastructure
- Ensure administrative systems support the smooth running of the Academy

6. Governance, Ethos and Community

- Provide professional advice to the Principal and Board of Directors
- Support Directors in fulfilling their statutory responsibilities
- Uphold and promote the Christian ethos and values of the Academy
- Provide oversight of marketing and community engagement activity

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young people in line with statutory guidance and school policy.