

Job Description

Deputy Chief Finance Officer

The Deputy CFO will oversee the accounting activities of the Trust and ensure that ledgers accurately reflect money coming in and out, and that Balance Sheet control totals are reconciled and accurately reflect the financial state of the organisation.

The postholder reports to the Director of Operations who is also the CFO. The main contacts of the role include: CEO, Director of Operations, Strategic HR Officer, Strategic IT Officer, Directors of the Board, Local Governors, Trust Central Team, Headteachers and employees of the Trust, Education and Skills Funding Agency (ESFA), Department for Education (DfE), Internal and External Auditors.

Main purpose of the post

To manage the Finance function, consisting of the Finance Manager and Finance Assistant based in the Central Finance Team and other Finance Assistants based in academies, to ensure compliance with the Academies Handbook.

To ensure monthly Balance Sheet control totals are fully reconciled.

To support the CFO in the production of monthly Management Accounts, Balance Sheets and Cash Flow Statements for each school, Trust Central Team, and Consolidated Statements for each Phase, Hub and Trust.

To attend LGB Finance Committees as required by the CFO to present financial statements to support Governors in their role of holding leaders to account for their management of resources.

To produce year-end Trial Balances that accurately reflect opening and closing balances for consolidating the statutory accounts.

To lead on the management of Trust and Academy bank account reconciliations, ensuring they are completed on time and approved.

To liaise with external audit on the production of the annual statutory accounts to ensure there are no irregularities and uncorrected errors reported in the Governance Statement and Management Letter.

To work collaboratively with the Executive Leadership Team and academy budget holders to build annual budgets in HCSS and ensure their reporting and approval is in line with the Academies Financial Handbook.

To support the resilience and growth strategy of the Trust through the interpretation and presentation of internal and external financial data.

To prepare and submit all Trust financial returns as required by the ESFA, Companies House and HMRC.

To be the Primary Administrator for the Trust's banking arrangements.

To be the Primary Administrator for the Trust's Accounting system.

Person Specification

Values and Behaviours

- A practising Catholic and/or have a demonstrable commitment to the Mission and ethos of the Trust
- Commitment to and focused on quality, promotes high standards in all they do
- Able to make a connection between their work and the benefit to pupils
- Values diversity and difference, operates with integrity and openness
- Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others
- Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation
- Actively develops themselves and supports others to do the same

Qualifications

- Professional qualification or part-qualification in accountancy (ACA, CIMA, CIPFA, ACCA)
- Educated to degree level or equivalent in a relevant subject
- Evidence of continuous professional development

Knowledge and Experience

- Exceptional understanding of Accounting principles and techniques
- Knowledge of the education / academy sector would be desirable but not essential
- Exceptional EXCEL user
- Advanced experience in financial analysis
- Experience of strategic financial planning for an academy or other organisation
- Experience of working as a member of a senior team
- Experience in the use of financial accounting software packages (eg FMS, Capita SIMS Integra, SAGE, PSF etc)

Skills and Capabilities

- Highly numerate and technically competent

Communication Skills

- Skills for communication on complex financial matters requiring developed interpersonal and oral/ written communication skills

- Ability to pull together comprehensive draft reports, data and letters, negotiating, networking and persuasive skills

Analytical Skills

- Problem solving skills and ability to respond to sudden unexpected demands
- Excellent time management skills with the ability to prioritise

Planning Skills

- Skills for leading project planning and management

Management Skills

- Skills for managing aspects of projects ensuring they meet financial and operational targets.

Physical Skills

- Skills for manipulating information
- Advanced keyboard skills, use of a range of software

Autonomy/Freedom to Act

- Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales