

East Midlands Academy Trust	
<b>Job title:</b>	Head of Finance (Maternity Cover)
<b>Responsible to:</b>	Deputy Chief Executive
<b>Pay range:</b>	£55,000- £65,000
<b>Contract terms:</b>	One Year Maternity Cover



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

### Role of the Head of Finance

The Head of Finance (HoF) main responsibility is to oversee the financial management of the trust and ensure there is high quality financial information for the board and all budget holders, and that there are strong financial controls in place to prevent loss. The HoF will ensure the trust is compliant to the Academies Handbook and for the timely production of the statutory accounts and associated returns to the Department of Education (DfE).

This role will be responsible for compiling the budget for the trust including all key performance indicators using integrated Curriculum Financial Planning (ICFP) for resource allocation and is responsible for treasury management to ensure the trust maximizes income from surplus cash.

This role will manage a finance team staff and will be responsible for liaising with the executive leadership team on all financial matters. The role requires the candidate to be able to build strong relationships with staff across the trust but in particular with head teachers and Business/office Managers and to be able to convey complex financial messages to a lay audience.

### The purpose of the role is as follows:

- To ensure the monthly accounts are produced on a timely and accurate basis, and that income and expenditure accruals and prepayments are correctly calculated and reflected in the accounts. This includes reconciliation of all control accounts including the intercompany balances;



<ul style="list-style-type: none"> <li>• Provide timely reports to department heads and head teachers outlining the outturn each month against budget and forecast including a commentary</li> <li>• Carry out monthly scrutiny review meetings with budget holders and seek assurance on variances and challenge the forecast assumptions.</li> </ul> <p>To produce the consolidated financial position showing the actuals for the period and year to date analysed against the budget and forecast:</p> <ul style="list-style-type: none"> <li>• Produce a monthly consolidated accounts for the trust.</li> <li>• Ensure all intercompany items are correctly eliminated.</li> <li>• Compare the actual results with budgets and forecasts and complete a commentary on the variances.</li> </ul> <p>Compiling the Annual Report and Accounts (Including the AAR return for the ESFA and end of year pension returns):</p> <ul style="list-style-type: none"> <li>• Following the close of the period 12 management accounts, carry out the statutory account adjustments including:             <ol style="list-style-type: none"> <li>a. Ensuring Debtor and creditor balances are correctly identified and categorised;</li> <li>b. School funds are analysed;</li> <li>c. Yearend statutory account adjustments (such as pensions costs) are posted to the ledger.</li> <li>d. Ensure all intercompany balances agree and all control accounts are fully reconciled.</li> </ol> </li> <li>• Complete the coke town template with analysis required.</li> <li>• Ensure there is a complete set of work papers to support the annual report for the auditors;</li> <li>• Support the auditors answering queries and producing further analysis as required.</li> <li>• Complete end of year pensions administration returns and support the end of year audit.</li> </ul> <p>The production of the annual budgeting and strategic planning, and provide all management information to inform the board of trustees (Including the budget and forecast return for the EFSA):</p> <ul style="list-style-type: none"> <li>• Producing the budget assumptions paper for the board in February with a timetable for completing the budget and 5 year plans to include the last years actuals, current year forecast, detailed budget and 2 year high level plan.</li> <li>• Update the ICFP models termly and ensure they accurately reflect the curriculum offering and resources do not exceed the parameters set by the board.</li> <li>• Provide comparative data and trend analysis for the strategic plan, together with a detailed narrative which includes assumptions used;</li> <li>• Review Capital plans and proposals to ensure they are robust and properly supported;</li> <li>• Establish the information requirements for the budget and update the templates for the budgeted period;</li> </ul>	<p>15%</p> <p>5%</p> <p>5%</p> <p>5%</p>
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<ul style="list-style-type: none"> <li>• Send out budget templates together with detailed instructions, including assumptions to support the budget process to the school Head teachers, bursars/business managers;</li> <li>• Consolidate returns and review cost centre draft budgets;</li> <li>• Prepare consolidated information for board review. This includes full income and expenditure statements, risk and opportunities assessment, balance sheet and cash flow statement for the trust.</li> </ul> <p>To be responsible for the finance risks within the trust risk register.</p> <ul style="list-style-type: none"> <li>• Review the risk register on the GRC one system and ensure all risks and mitigations are up to date for finance.</li> </ul> <p>Identify ways to build the capability and awareness of general financial management within the Trust, but particularly with the finance officers and provide training:</p> <ul style="list-style-type: none"> <li>• Maintain and update the finance handbook.</li> <li>• Visit schools on a regular basis and provide desk based training and advice to bursars/business managers and budget holders.</li> <li>• Attend regular finance meetings for business managers/bursars and provide training in areas required;</li> <li>• Act as a help desk for business managers/bursars and ensure they receive professional, timely advice;</li> <li>• Review problems and/or errors in transaction processing or journals and provide training to prevent re-occurrence.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Other ad hoc duties as required and commensurate with the role</li> </ul>	
Knowledge, Skills and Experience	
This section contains the same information as the Person Specification	
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent (for example AAT) Essential</li> </ul>
Professional Qualifications	<ul style="list-style-type: none"> <li>• Finalist or Qualified Accountant with a CCAB (Consultative Committee of Accountancy Bodies) accounting qualification (Plus CIMA) Essential</li> </ul>
Previous Experience	<ul style="list-style-type: none"> <li>• Experience Operating as Head of Finance or equivalent in a multi academy trust – Desirable</li> <li>• Experience of financial accounting – Essential</li> <li>• Experience of statutory account preparation in an education environment – Essential</li> <li>• Experience of challenging budget holders on the accounts and forecasts – Essential</li> <li>• Experience of costing and budgeting - Essential</li> </ul>

Knowledge and Skills	<ul style="list-style-type: none"> <li>• A high level of computer literacy, in particular Excel spreadsheets (including use of Vlook ups and nested formula) and Outlook essential</li> <li>• Experience of PSF Financials or sage system or equivalent desirable.</li> <li>• Ability to work independently (plan and organise own work and that of the team, resolve routine work problems) and as leader of a team essential</li> <li>• Excellent verbal/written communication and interpersonal skills.</li> <li>• High level organisational and time management skills. Ability to manage a variety of tasks at any one time, work under pressure and achieve strict deadlines essential</li> <li>• Demonstrable experience of working to a high standard of accuracy and attention to detail, in a confidential environment essential</li> <li>• Strong accounting background. Ability to analyse and report on financial information, including budgetary control essential</li> <li>• Ability to master new areas of knowledge and skills rapidly.</li> </ul>
Other Information	
<b>Competences</b>	
Communicating, Influencing	<ul style="list-style-type: none"> <li>• Written and verbal communication is clear, structured and convincing for the relevant audience</li> <li>• Represents the trust credibly in meetings, promoting EMAT's reputation externally and internally.</li> </ul>
Leading and building capability for all.	<ul style="list-style-type: none"> <li>• Lead from the front, and motivate staff to achieve stretching goals.</li> <li>• Identify development opportunities for team members to improve their capabilities.</li> <li>• Provide mentoring and support to staff to improve skills and confidence.</li> </ul>
Making things Happen	<ul style="list-style-type: none"> <li>• Plans activities with high levels of pragmatism, changing procedures/processes where appropriate to ensure goals are met</li> <li>• Focuses people on the most critical priorities – promotes collective ownership and holds people accountable.</li> <li>• Consistently delivers on time and to standard</li> </ul>
Developing and Applying Expertise	<ul style="list-style-type: none"> <li>• Understands the aims and policies of EMAT and their implications for the trust in Finance</li> <li>• Uses knowledge in own area of expertise and applies judgement to anticipate and address the wider implications of proposed changes</li> <li>• Networks with own and other disciplines to share expertise</li> </ul>
Focusing on Customers, Delivery Partners and Stakeholders	<ul style="list-style-type: none"> <li>• Proactively creates, maintains and promotes relationships with schools and other stakeholders</li> <li>• Focuses on ensuring the team achieves the required standard of customer service</li> <li>• Identifies and acts on opportunities for customer service improvements to the schools and trust.</li> </ul>

Making Effective Decisions	<ul style="list-style-type: none"> <li>Effectively combines a range of business information assessing and identifying the key issues, risks and consequences – making well-judged decisions that balance immediate needs with long term objectives</li> <li>Takes sound decisions that combine data, experience and intuition – can act or decide when the details are not certain or when under pressure</li> <li>Challenges the team to maximise the use of resources, reduce wastage and demonstrate value for money</li> </ul>
Staffing – Supervision Given	<ul style="list-style-type: none"> <li>Provide training and mentoring to finance team members</li> <li>Completion of half and full year appraisals.</li> </ul>
Staffing – Supervision Received	<p>Line management provided by the Deputy CEO:</p> <ul style="list-style-type: none"> <li>Notification of priorities and new initiatives;</li> <li>Setting of objectives and monitoring objectives;</li> <li>Review of management and statutory accounts;</li> </ul>
Communication	
<p>Internal:</p> <ul style="list-style-type: none"> <li>School Head Teachers</li> <li>School Finance and admin staff</li> <li>Other trust staff;</li> <li>Other internal stakeholders including Corporate Governance, procurement, HR and Estates and IT.</li> </ul> <p>Types of Communication: Telephone, Email and other electronic communication, face to face meetings, providing guidance and one to one training.</p> <p>External:</p> <ul style="list-style-type: none"> <li>DfE</li> <li>ESFA</li> <li>External Auditors,</li> <li>Third party suppliers and contractors</li> <li>HMRC</li> </ul>	
Decision Making	
Typical Decision	<ul style="list-style-type: none"> <li>Are the management accounts processes efficient and effective?</li> <li>Is the management information timely and accurate;</li> <li>Is the customer service to the schools effective</li> </ul>
Most Complex Decision	As above

