



Calday Grange Grammar School

Job Description

CHIEF FINANCIAL OFFICER and PROCUREMENT MANAGER

Scale: PO7 Pt. 43 – Pt.46 £46,845 - £49,864 (dependent on experience)

Accountable to: Headteacher

Responsible for: Finance Team

Job Purpose:

- To ensure the effective, efficient and compliant management of all Calday Grange Grammar School's financial activities in support of its educational and organisational objectives.
- To lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- To provide an effective, compliant and professional procurement and estates management service to the School.
- To contribute to the overall ethos, work and aims of the School.

Principal Duties and Responsibilities

Chief Financial Officer Duties

- Maintaining the financial accounting systems ensuring compliance with the Academies Financial Handbook and other key financial guidance and statutory requirements
- Responsible for all Control Account reconciliations, funding analysis and reconciliations, monthly budget monitoring, debtors and credit control
- Responsible for ensuring that financial systems reflect the latest accurate position including month-end and year-end finalisation
- Ensure that accurate management of accounts (including P&L and Balance Sheet) and other reports are produced in accordance with the School's requirements
- Ensure that the reconciliation of the School's bank account, including investments and petty cash, is carried out in accordance with current requirements
- Create, review and approve BACS payments in a timely manner
- Ensure that the Academy remains compliant with VAT requirements, including completion and submission of monthly VAT returns in line with HMRC guidelines
- Ensure that the Academy has a robust cash management strategy in place that regularly monitors cash balances and investment returns
- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust
- Provide accurate cash flow forecasts as required
- Ensure that all financial systems and processes across the School are carried out in accordance with the Academies Financial Handbook and school's financial policies
- Assist with the preparation of financial returns to external bodies including the Education & Skills Funding Agency, DfE, HMRC, etc.
- Assist with and monitor the Academy's payroll ensuring accuracy of monthly salaries
- Oversee the school's purchasing procedures and ensure best value for money is delivered in all transactions
- Ensure segregation of duties within the Finance team and in relation to the School's bank and investment accounts
- Assist in the co-ordination of internal and external financial audits

- Oversee the notification to budget holders of monthly monitoring reports
- Assist in maintaining the School's risk register
- To support budget holders to control costs and support profit-makers to maximise income.
- Support the senior leadership team to establish and implement policies and procedures for fraud control, anti-corruption and anti-bribery.

Procurement Duties

- Be responsible for ensuring that the School achieves value for money, in all areas of significant spend, will implement effective procurement solutions that ensure students and staff are able to access equipment and services that meet their needs, are compliant with public sector procurement rules and provide value for money.
- Ensure that procurement complies with Calday Grange Grammar School's financial regulations and UK/EU procurement regulations.
- Maintain and develop procurement processes for service, supplies and facilities management contracts.
- Have responsibility for insurances on behalf of the School, including advising on appropriate levels of insurance and liaison with external insurance companies.
- Organise and maintain comprehensive financial and procurement files, and ensure all recording is compliant with audit requirements.

Other duties

- To attend meetings of the Academy Trust, Governing Body and or SLT as required.
- To comply with any reasonable request from the Headteacher and/or any Senior Leader delegate of the Headteacher to undertake work of a similar level that is not specified within this job description.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Participate in training activities as required.

Personal Attributes

Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

Professional Values and Practice

Demonstrates high expectations for all students.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Disclosure

The governing body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations to safeguarding.

The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance.

Other

- This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.