



Director of Finance

JOB DESCRIPTION

Primary Purpose of Role

The Director of Finance will be responsible for the financial management of the Trust including financial planning, compliance and reporting, and for the effective and efficient provision of central financial services to schools in the Trust.

Accountable to the CEO, the Director of Finance will take a lead role in the Trust's financial systems and processes, and in developing strategy for the future.

Key Responsibilities

- To direct and deliver the Financial management of the Trust and effectively manage change.
- To establish and maintain outstanding professional relationships with internal and external stakeholders and to ensure effective communication across the Trust.
- Ensure that the Trust and the individual schools comply with the ESFA Academies Financial Handbook.
- Ensure that accurate and timely financial reports, estimates and financial/annual returns are submitted as required by funding bodies, government departments and Companies House.
- Hold the role of Chief Finance Officer as defined in the ESFA Academies Financial Handbook.
- The line management of the Head of Finance including their training and appraisal.
- Supporting and encouraging the trust's ethos and its objectives, policies and procedures.
- Liaising with all the Trust's schools on financial matters.
- Preparing financial reports and reporting to Trust board as required

Duties

- Keep all Trust accounts and prepare income and expenditure reports in accordance with the ESFA financial regulations and prepare accounting records for submission to the Trust's external auditors.
- Advise the CEO, Trustees and School Governing Bodies on external and internal audit arrangements as required by financial regulations and funding bodies and liaise with auditors and facilitate all audit arrangements.
- Prepare the Trust's annual and medium-term plans, in consultation with the CEO, and heads of partner schools, taking into account performance improvement objectives, future funding projections, and other potential variables. Oversee the preparation of an annual budget within a five-year financial plan for approval by the Trustees.
- Ensure the preparation of monthly management accounts, forecasts and other financial and non-financial reports for the Trust and its interests, presenting reports to the CEO and Trustees and explaining significant variances to all relevant stakeholders, in accordance with agreed timetables.
- Identify and inform CEO and trustees of significant variances to budget, outlining reasons and options available for corrective action.
- Provide support, guidance, challenge and information to budget holders and individual schools.



Langley Park Learning Trust

- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and the effective operation of all financial controls.
- Plan and monitor the cash flow of the Trust, ensure the implementation of creditor and debtor policies and procedures, and oversee the management of working cash balances, short-term investments and borrowings.
- Ensure that the financial and management accounting systems for the Trust are up-to-date and support all accounting and reporting needs.
- Ensure that tax obligations are discharged correctly and effectively.
- Oversee the Trust's computerised financial accounting package ensuring that required back-ups are carried out and kept securely.
- Ensure the systems in finance provide value for money and are effective in operation

Additional Duties

- A commitment to their own continuous professional development.
- Undertake such other duties and responsibilities as may be reasonably requested

Langley Park Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.