

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Director of Finance
<b>Post Holder:</b>	
<b>Job Purpose and General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community</p> <p>To effectively manage the academy finance in order to support the academy in improving outcomes for children, young people and the community. To undertake a range of administrative and managerial duties that support the organisation and management of the academy. To be a key member of staff, and as such make a contribution to the overall aims of the academy.</p> <p>This role is an important part of the leadership team at the Academy, helping the Trust to achieve its overall objectives, effectively using the resources available.</p> <ul style="list-style-type: none"> <li>➤ Maintenance of effective financial control environment</li> <li>➤ Responsibility for compliance with the regulatory requirements of the ESFA (such as financial returns)</li> <li>➤ Development of financial policies and processes</li> <li>➤ Preparation of budgets and forecast models</li> <li>➤ Review of monthly management accounts (income &amp; expenditure, balance sheet, cash flow, forecast to year-end)</li> <li>➤ Monthly payroll review</li> <li>➤ Preparation of financial statements</li> <li>➤ Liaison with auditors</li> <li>➤ Evaluation of value for money, including tendering processes as required</li> <li>➤ Evaluation of curriculum efficiency metrics (ICFP) and financial benchmarking</li> <li>➤ Risk management process, including updates to the Risk Register and related policies</li> <li>➤ Business continuity policies and processes (in consultation with other relevant leaders)</li> <li>➤ Attendance at Resources Committee and Governing Body meetings</li> <li>➤ Preparation of any relevant board papers</li> <li>➤ Line management and development of the finance team (3 staff)</li> <li>➤ Identifying efficiency improvements</li> <li>➤ Agreed additional duties related to Business Management of the academy</li> </ul> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>

<b>Reporting to:</b>	Principal/Vice Principal and Chair of Resources Committee of the Governing Body
<b>Liaising with:</b>	Principal, Vice Principal, Chair of Resources Committee All relevant stakeholders
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Section Two</b> <b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self Development</b>	To continually seek development opportunities to improve personal performance The successful candidate will be given the opportunity to maintain their continuing professional development through training and networking with other academy FDs.
<b>Attitude</b>	As a member of the leadership team ensure demonstration of professionalism in all aspects of duty and support for the overall values, aims and principles of the academy
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.