

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

**Section One
General information**

Post Title	Director of Finance
Post Holder:	
Job Purpose and General Duties:	<p>The Bishop of Winchester Academy endeavours to be recognised as inspirational, aspiring to excellence in all that we do.</p> <p>We strive to cherish and nurture each individual young person as they seek to establish their own identity in a rapidly changing and challenging world. We aim to encourage in the young people we serve a sense of self-worth, pride in achievement and a self-confidence to make their own decisions. We do this within a distinctly Christian context, welcoming young people of all faiths and no faith. Young people need support to find their rightful place in the world. They will face many difficult decisions as they come to a full understanding of who they are and what their purpose might be. We aim for all our young people to live out our mission statement 'Sapere Aude' - Have the Courage to be Wise. It is our mission to ensure that all young people do have the courage of their own well-founded convictions, to make wise decisions that will allow them to celebrate their talents, fulfil their God-given potential and live life to the full.</p> <p>We want to appoint a Finance Director who shares our ethos and can help us to achieve our wider objectives.</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> <p>The role of the Chief Financial Officer for a Trust is set out in the Academy Trust Handbook, we would expect the responsibilities to include:</p> <ul style="list-style-type: none"> ➤ Maintenance of an effective financial control environment ➤ Responsibility for compliance with the regulatory requirements of the ESFA (such as financial returns) ➤ Development of financial policies and processes ➤ Preparation of budgets and forecast models ➤ Preparation of monthly management accounts (income & expenditure, balance sheet, cash flow, forecast to year-end) ➤ Monthly payroll review ➤ Preparation of financial statements ➤ Liaison with both external and internal auditors ➤ Evaluation of value for money, including tendering processes as required ➤ Evaluation of curriculum efficiency metrics (ICFP) and financial benchmarking ➤ Oversight of outsourced IT support function ➤ Oversight and line management of catering department ➤ Line management of site manager, oversight of capital projects, building maintenance and statutory compliance (reported to Resources Committee) ➤ Risk management process, including updates to the Risk Register and related policies ➤ Business continuity policies and processes (in consultation with other relevant leaders) ➤ Attendance at Resources Committee and Governing Body meetings ➤ Preparation of any relevant board papers

	<ul style="list-style-type: none"> ➤ Line management and development of the finance team (3 staff) ➤ Identifying efficiency improvements ➤ Agreed additional duties related to Business Management of the academy
Reporting to:	Principal/Vice Principal and Chair of Resources Committee of the Governing Body
Liaising with:	Principal, Vice Principal, Chair of Resources Committee All relevant stakeholders
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Section Two Professional Duties and Responsibilities	
Ethos	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.
Self Development	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.
Attitude	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
Policy promotion	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.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	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.