

KINGSBRIDGE EDUCATIONAL TRUST

JOB DESCRIPTION FOR FINANCE DIRECTOR

The Kingsbridge Educational Trust is a multi-academy trust of schools within Milton Keynes. Formed in September 2016, the Trust currently operates Oakgrove 'all-through' school, Middleton and Monkston primary schools and Kents Hill Park 'all-through' school, the latest addition to the Trust, which opened in September 2018. By 2022, the Trust will educate over 4300 pupils.

Responsible to: Trust CFO/Director of Facilities & Services

Responsible for: Day to day management of all of the Trust's finances.

To implement the delivery of financial support services throughout the Trust, including the establishment/operation of rigorous and robust systems of internal control.

To prepare the statutory accounts, financial returns and reports to Directors, Trust Members, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.

Responsible for the consolidation of school finances into one budget for the purposes of monitoring, reporting and submission.

Liaise with and schedule internal and external audit visits, arranging access to financial records and personnel as required by the auditors.

Liaison with various external bodies, including the company's bankers, HMRC, payroll contractor and other service providers.

Liaison with finance staff in Trust schools ensuring consistency and accuracy.

Attendance at Board, Committee and School meetings as required.

Line management of staff as appropriate.

Salary Scale Negotiable

Working Hours 37 hours per week / 52 weeks per year
Permanent Post.

Key Responsibilities

- Implementation and operation of rigorous and robust systems of internal control.
- Undertake the arrangements for external audit of accounts and liaison with auditors during their work.
- Management of the Trust financial position within the framework of financial control.
- Work with the Trust's CFO and leadership team to develop and deliver the long-term financial plan.
- Oversee preparation of the annual budget.
- Provide sound financial advice to the Trust's CEO, CFO, Directors, Members, Headteachers and leadership team.
- Line management of staff as appropriate.
- To carry out the month end processes, overseeing finance staff in schools to ensure accurate monthly management accounts are available for reporting to local governing bodies and the Board of Directors as required.
- Provide rolling forecasts at school and trust level.
- Responsibility for cash flow at school and trust level.
- Preparation of the necessary reports for both school and trust level.
- Responsibility for the production of accurate VAT returns and ensure submission is made in accordance with guidelines.
- Responsibility for payroll reconciliation for Trust based staff and for Trust schools as required.
- Control and management of the chart of accounts.
- Provision of year end schedules in line with statutory guidelines.
- Liaison with school finance staff to ensure that the year-end schedules are adhered to.
- Ensure effective controls are in place to support the Trust's Financial Handbook and Academies Financial Handbook.
- Work with school finance staff and Headteachers to implement any recommendations which may arise from the external and internal audits.

Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Check is required for this post prior to commencement.

September 2018