



Stoke Newington School
& Sixth Form

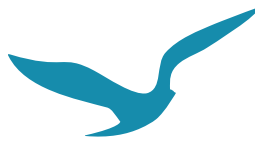


Job Pack

Head of Finance

1st July 2022 or as soon as possible thereafter

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'



Dear Applicant,

Thank you for applying for a pack for the post of **Head of Finance** at Stoke Newington School and Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed school, a diverse and enthusiastic student intake, a teaching and support staff team keen to move forward and an experienced and committed senior leadership team who have high aspirations for the future. This is an absolutely key post for the school. You will be overseeing all our finances which includes our £14m budget and a Finance team which consist of a Finance and Operations Manager and a Finance Officer. This is a significant responsibility – and you have some excellent teams to work with.

We expect you not just to maintain this high level of performance but to further increase the quality and support that your areas provide. The support they give to all the rest of the school is fundamental to the aim we have of providing an outstanding education for all our students.

We expect that you will already have held a high level role in a similar setting to ours.

You will have excellent interpersonal and teambuilding skills and the highest expectations of every student and every member of staff. You must be able to communicate extremely well in meetings, in writing and when using financial information.

The **closing date** for applications is **midday Monday 6th June 2022**.

Best wishes,

Zehra Jaffer

Headteacher

Headteacher: Zehra Jaffer | Stoke Newington School & Sixth Form, Clissold Road, N16 9ET:
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Job advertisement

Head of Finance

Salary – Scale PO5-P06 £47,352-£51,444 depending on the level of experience

Required for 1st July 2022 or as soon as possible thereafter

Full time/Part time position, 1.0 FTE 36 hours per week, all year around

27 days of annual leave and after 5 years 32 days of annual leave, plus bank holidays- predominately to be taken in school holidays

The School

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

The Post

This is an important role within the school. The Head of Finance leads on financial management for a school with a budget of £14 million. You will manage a finance team and will be responsible for ensuring financial systems are maintained, regular monitoring and reporting of income and expenditure against budgets maintaining and completing year end returns. You will also be responsible for ensuring purchasing and procurement processes are efficient and effective. You will ensure accurate banking of whole school income. You will use the school's Finance software resources and accounting systems to prepare school budgets.

You

- You must be a part qualified accountant, ACCA, CIMA, or CIPFA or be demonstrably qualified by experience. You must have experience of finance & administration in a similar public sector environment including preparing budgets and final accounts and monitoring a budget and analysing financial reports. You will need to be well organised and meticulous at all times, be able to work under pressure to strict deadlines without sacrificing accuracy or your sense of humour! You will be expected to show initiative in the way you approach your work. You will need to be an excellent communicator at all levels, be able to work effectively as part of a team. In your dealings with students, staff, parents, suppliers and stakeholders you will be professional at all times.
- You must be willing to follow school policies and procedures, especially around safeguarding and health & safety and to undertake any training pertinent to your position.
- Knowledge of the financial workings of a school would be an advantage but excellent IT skills, and experience of accounting packages and spreadsheets is a must.

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website www.sns.hackney.sch.uk/jobs . Please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk

The **closing date** for applications is midday **Monday 6th June 2022**, interviews will be held **the week after**.

Job description – Head of Finance

Purpose of the post:

- Reporting directly to the Headteacher, the Head of Finance is responsible for the overall financial management, business analysis and reporting of Stoke Newington School and Sixth Form, ensuring ongoing viability and secure financial future.
- The Head of Finance contributes to corporate decision-making by providing a strategic lead, with the Headteacher, SLT, Head of Resources and Services and Governing Body, on all financial aspects of the school.
- The postholder will assist the Headteacher in her duty to ensure that the school meets its educational aims by leading the finance team ensuring that the school's finance are deployed effectively and efficiently.
- Excellent communication skills are required for this post. You will need to work well as a flexible, co-operative team member and provide a coherent service to meet the needs of both the school and its external clients.
- The postholder will need to have the flexibility to work varied hours in order to meet the needs of the School. This may include regular early morning meetings (e.g, SLT, Governors, etc.), evening and weekend events.
- Contribute to strategic planning and decision-making, attend and present at Governing Body meetings.
- Assisting the Headteacher in the implementation of school finance policies and procedures.
- Be the finance lead for the Governors' Resources' Committee.
- Lead and manage the finance team.
- Ensuring the most effective use of finance resources in support of the school's learning objectives.
- Liaising with external agencies as appropriate.
- Establishing good working relationships with all stakeholders.
- Promoting the highest standards of school ethos within the administrative function of the school.
- Lead on strategic and high-level aspects of the school budget and financial monitoring.
- To be a member of the support middle management team, attending managers meetings, Governing Body meetings and Governing Body sub-committees as required.
- Work with and provide support to the Leadership Team, teachers, support staff, parents, pupils and other stakeholders to enable a multi-disciplinary and multi-service approach to developing finance services to facilitate school improvement.
- Provide vision, strategic direction and leadership in the planning, management and development of effective operations across all finance functions within the school.
- Continually enhance the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships.
- Develop a flexible team who can interchange and cover all areas, tasks and duties within the team.
- Represent the school at relevant meetings.

Finance Management:

- Oversee the financial strategic planning of the School by analysing on its performance and assessing potential risks.
- Work with the Headteacher to prepare an annual and three-year budget for the school to be submitted to the Governing Body.

- Develop and monitor a long-term financial strategy for the school, in consultation with the Headteacher and the Governors.
- Work with the Headteacher to proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
- Ensure that the Headteacher is appraised of key financial issues that need to be discussed with the Governing Body to enable them to fully understand the financial position of the school.
- Work with the Senior leadership team and budget holders to ensure compliance in control, monitoring and efficient disbursement of the school budgets.
- Monitor the good operation and cost effectiveness of services and to make recommendations for change as necessary.
- Ensure revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of educational and organisational objectives.
- Implement, monitor and evaluate effective internal control systems to ensure all financial transactions in the school are carried out in an appropriate manner and that the financial standard regulations are observed.
- Responsible for managing the school's Financial Systems in accordance with agreed policies and timetable.
- Responsible for maintaining up-to-date records to produce the best estimate forecast of the school's year-end position and providing advice to the Headteacher and Governors.
- Prepare monthly financial/budget monitoring reports, cash flow forecasts, management accounts, estimates highlighting any discrepancies or over/under spends.
- Complete financial returns as required by the Headteacher, for budget holders, LEA, DfE/ESfA, HMRC and any other group or organisation for which financial information is required.
- Implement a cycle of internal audit.
- Ensure all VAT requirements are met and complied with including the appropriate treatment of lettings and other income streams.
- Manage cash flow and bank account to ensure school meets its financial commitments. To be main contact with the bank and authorised signatory.
- Initiate and manage audit procedures as necessary for all financial elements ensuring all relevant evidence is kept and adequately supported by the underlying books and records required.
- Establish targets and manage the finance team.
- To provide appropriate financial training to colleagues and advise on projects with financial implications.
- Work with the finance team to develop and maintain finance policies and procedures and ensure that these are being consistently followed.

Purchasing management:

- Be responsible for the development and operation of effective purchasing and procurement systems and procedures across the School.
- Ensure all procurement operates within the principles of best value.
- Monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.
- Achieve, via the Finance team, the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.
- Ensure accurate records are kept of all school assets including acquisitions & disposals.

Staff costs management:

- Monitor staff salary changes in liaison with the payroll and personnel management provider, and the school HR Manager.
- Maintain and monitor salary information and produce salary forecasts.

Other Professional Responsibilities:

- Take responsibility for your own continuing professional development and keep up to date with developments in finance and resource management.

Other Responsibilities:

- To be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or relevant member of the Senior Leadership Team
- To ensure compliance with your responsibilities as laid out in the school's Equal Opportunity Policy and take an active role in promoting equality and diversity
- To work co-operatively and support the school's Performance Management System and commit to your own continued professional development
- To promote the school's ethos of being "creative and excellent education for all" and support our commitment to providing a caring and stimulating environment and improving standards for all students within the school.
- To undertake all other reasonable duties as requested by the Headteacher.

This job profile is not an exhaustive or final statement, and it may be subject to modification or amendment at any time after consultation with the post holder. It does not direct the amounts of time to be spent on carrying out the duties listed above.

Benefits

Free access to Employee Assistance Programme

Free onsite Parking

Person Specification: Head of Finance

Essential and/or desirable competencies
<p>Qualifications</p> <ul style="list-style-type: none">➤ Educated to degree level or equivalent (E)➤ In possession or studying towards a Business Management qualification (e.g. CSBM/DSBM) (D)➤ UK - part qualified accountant – ACCA, CIMA, CIPFA or demonstrable QBE (E)
<p>Experience of;</p> <ul style="list-style-type: none">➤ Knowledge and experience of financial management systems and managing budgeting and reporting processes at a senior level in a comparable organisation. (E)➤ Knowledge and experience of managing procurement, contracts for services.➤ Experience of preparing, monitoring and analysing budgets and final accounts in a public sector environment. (E)➤ Experience of having contributed to policy formulation, implementation, evaluation and review. (E)➤ Experience of school/college finance systems. (D)➤ Experience of managing staff public sector environment. (E)➤ Extensive experience of managing and motivating staff. (E)➤ Managing procurement, fixed assets and contracts (including negotiation and monitoring) (D)➤ Managing significant budgets, financial reporting, financial Systems and cash flow (E)➤ Income generation including writing and evaluating external bids and funding mechanisms (E)➤ Managing and improving financial management systems and expanding systems to new joiners (E)➤ Policy writing and management (D)
<p>Knowledge of;</p> <ul style="list-style-type: none">➤ A sound knowledge of financial management and accounting procedures. (E)➤ Financial management, including budget management knowledge. (D)➤ Up to date knowledge of Local Government and school finance. (D)➤ Procurement procedures (E)➤ Child protection procedures and a commitment to safeguarding pupils (D)➤ Strong IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems. (E)➤ Familiarity with pay and conditions of teachers and other local authority staff. (D)➤ Data Protection legislation GDPR (E)
<p>Skills</p> <ul style="list-style-type: none">➤ Strong strategic, organisational, project management and planning skills to set and work to agreed targets. (E)➤ Ability to communicate effectively in speaking and writing with persons at all levels. (E)➤ To be able to have a strategic view of influences on areas of teaching and learning and ability to challenge existing practices and conventional thinking. (E)➤ Ability to interpret new regulations and legislation and apply these to work area. (E)➤ Ability to develop creative and innovative ideas and practical solutions to meet the needs of the academy and Trust. (E)➤ Ability to form effective new relationships with third parties. (E)➤ To be able to plan, develop, set up and monitor systems and processes to effect change ability to make decisions. (E)➤ Ability to plan own workload, and that of a team of staff. (E)➤ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. (E)➤ Able to develop the leadership skills of others as well as to learn from others. (E)➤ A complete commitment to rigour, honesty and accuracy. (E)