



Director of Finance

ASAP start date

Closing date: 5pm, Sunday 22nd January



Reach Academy Feltham exists to transform the lives of our pupils by giving them the skills, attitudes and attributes to flourish in any career and live happy and healthy lives, full of choices and opportunities.

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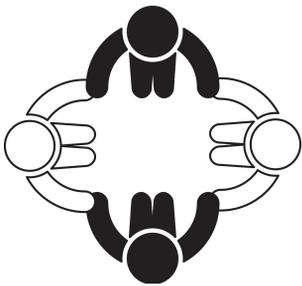
“The mission and ethos of Reach Academy permeates everything that we do.

There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.

If you are passionate about making a difference, then Reach is the place for you.”



Juan Pedroza,
Volunteer at Reach (2012)
to Head of Phase 1 (2021)



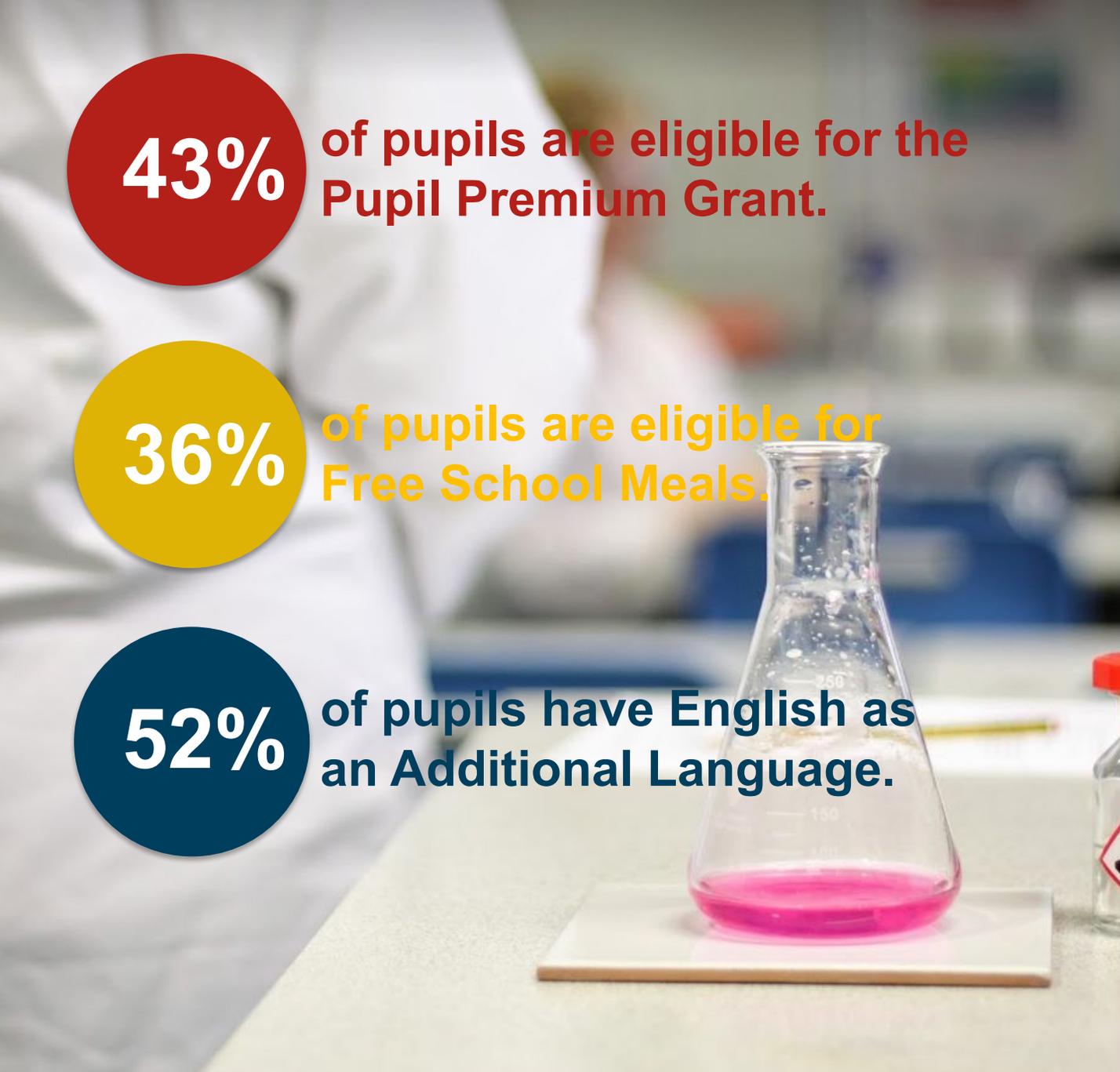
We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.



43%

of pupils are eligible for the Pupil Premium Grant.

36%

of pupils are eligible for Free School Meals.

52%

of pupils have English as an Additional Language.

With only 60 pupils per year group our school is **SMALL**

We educate children from the age of 2-19 years **ALL-THROUGH**

For all children we have unashamedly **HIGH EXPECTATIONS**

We train teachers to be the very best **THEY CAN BE**

We work hard because we believe in the **VISION**

JOB DESCRIPTION

Director of Finance

Reports to: CEO, Reach Academy Trust

Start date: ASAP

Salary: Competitive

Contract term: Permanent

The Role

The Director of Finance is a new Trust role that will be integral to the delivery of the Trust's strategic aims as we open our second school in September 2024 and look to grow the Trust more widely. You will also play a key role in delivering The Reach Foundation's finances which is the Trust's charitable arm. You will provide dynamic leadership, strong management and clear direction across the financial services of the trust. This position will include the role of Chief Financial Officer (CFO) for the trust, as well as being responsible for financial management and reporting across multiple schools as we grow as well as the charity.

You will ensure financial services are well managed on a day-to-day basis; systems and processes are rigorous, robust, and fit for purpose; staff work as one team towards a common purpose and are effectively and efficiently deployed, and perform to the highest standards.

Responsibilities

Strategic

- Provide strategic leadership, direction and management in Finance, ensuring high standards and the development of systems appropriate to the Trust
Develop a 3 year financial plan;
- You will ensure that the financial model of the Trust is scalable and supports Trust growth and maintains it as a going concern;
- You will support the CEO to deliver on Reach's growth strategy and lead on any due diligence processes as schools join the Trust;
- Provide financial assistance to the CEO and its Headteachers and senior teams;
- Use School Resource Management and other benchmarking tools;
- Researching, lead and advising the CEO and headteachers on additional funding and additional business opportunities;
- Ensure the Trust and Foundation is investing and fundraising most effectively.

Budget setting

- To support the Headteacher in preparation of 3 yearly school budgets in line with School Development Plans;
- Leading the preparation and delivery of an annual draft budget plan for consideration by the Audit, Finance and Risk Committee;
- Lead and submit the Budget Forecast Return to the ESFA;
- Lead budget reviews at appropriate intervals in the financial year and reporting to Audit, Finance and Risk Committee and Trustees;
- To support the Headteacher in preparation of school budgets in line with School Development Plans.

Monitoring financial performance

- Monitor in-year and cumulative reserves, approving spending from reserves where appropriate and reporting to the Finance and Audit Committee;
- Developing checklists for month-end reports to ensure that reports are prepared on a reliable and consistent basis and prepare the consolidated monthly management accounts to include cash flows and balance sheet;
- Monitoring expenditure and income and reporting on a monthly basis to the CEO and Chair of Trustees and submitting reports on each school's financial position to each meeting of the Finance, Audit and Risk Committee.

Governance and Compliance

- Review policies, processes and procedures to ensure compliance with regulations;
- Ensure that funding is appropriately used and compliant with DfE statutory guidelines;
- Ensure the Trust complies with the Academies Financial Handbook, Companies Act and the Statement of Recommended Practices of the Charities Commission;
- Ensure the Trust and Foundation complies with all legal and statutory requirements including GDPR;
- Develop and maintain the in-house finance procedures manual that sets out the Trust's and Foundation's operational procedures, combining best practice and adhering to ESFA requirements including the Academy Trust Handbook;
- Keep the Trust CEO updated on any ESFA and statutory changes;
- Keep the Foundation CEO updated on any Charity Commission and statutory changes;
- Provide financial assistance to the CEO and its Headteachers and senior teams;
- Attend relevant committee meetings of the school (Audit, Finance and Risk committee; Pay Committee; Trust Board) to report on financial updates for the Trust;
- Attend relevant meetings of the Foundation to report on financial updates for the Foundation;
- Represent the Trust Central Team and Foundation at Executive Leadership level, the Board of Directors and external bodies where appropriate;
- Ensure all forms and returns required are submitted by the relevant filing deadlines (e.g VAT, ESFA, Charity Commission, Companies House, Land and Buildings Collection Tool, Academies Accounts Return, Budget Forecast Return).

Audit and Risk

- Liaise with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal audits as required;
- Maintain effective systems of internal audit control;
- Ensure that annual accounts are externally audited, presented and adequately supported by the underlying records of the school and maintain effective systems of internal control;
- Coordinate the writing of the annual report and preparing the consolidated financial statements in the statutory format specified by the ESFA, Companies Acts and Charity Commission.
- Arrange a timeline and detailed checklist of work to be done in house and by the external auditors to ensure the audited statutory accounts are filed with the ESFA by 31st December.
- Advising the CEO and the Board if fraudulent activities are suspected or uncovered.
- Ensuring all points raised by internal or external audit are addressed in a timely manner and appropriate improvements to procedures actioned.
- Ensure follow up on recommendations of Internal and External Audits.
- Prepare appropriate bids or tender documents to acquire identified additional funds or grants (responsibilities are developed collectively).
- Lead on the management of the trust's risk register as part of the executive team.

Procurement and delivery of contracts

- Oversee tenders for service contracts ensuring best value;
- Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements
- To ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Drive efficiencies across the Trust and Foundation;
- Manage the Trust's and Foundation's procurement activities and ensure they remain aligned with the organisation's vision and values.
- The identification and prioritisation of opportunities for savings on all non-pay expenditure, including aggregating demand across the Trust and Foundation;
- Lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls to maximise value whilst minimising unnecessary bureaucracy;
- Ensure all procurement process are compliant with all relevant legislation and policies;
- Manage certain contracts across the trust and provide oversight and guidance to ensure delegated contracts are managed effectively;
- Provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money;
- Ensure the Trust uses appropriate funding mechanisms to enable value for money on capital projects;
- Investigate, source and maximise income (revenue and capital), liaise with funding agencies and government, amongst others, and write bids.

Other

- Oversee delivery of parent finance platforms (for example to pay for trips and lunches) and ensure payments are received on time;
- Approve purchase orders and sales invoices in line with budgets;
- Line Manage the Finance Manager and Finance Administrators in the Trust and Foundation;
- Manage the payroll service to ensure staff are paid on time and correctly;
- Ensure the Trust and Foundation has the correct insurance cover;
- To conduct financial due diligence on all school conversions, working in partnership with the CEO and Operations Director to ensure the smooth transition of staff as well as other financial aspects of transfer to the Trust;
- Undertake other duties as directed by the Executive Leadership Team.

Person Specification

- Qualified accountant (R)
- Hold a degree of equivalent in a financial discipline or similar (R)
- Worked at a senior level with finance management systems and managed a finance team (R)
- Worked in an education setting (D)

We will invest in any necessary training for you.



R = Required
D = Desired

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.



A young girl with dark hair in braids, wearing a dark school uniform with a white shirt and tie, is sitting at a table. She is looking off to the side with a thoughtful expression, resting her chin on her hand. In the background, another person is blurred. A large pink circular object is in the foreground, partially obscuring the bottom of the frame.

“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”

Keira



Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online Searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.

JOIN OUR TEAM



Reach Academy
Feltham

recruitment@reachacademy.org.uk