

Job Description

Job Title: **SEAMAT Finance and Business Director.**

Grade/Salary: **2020 Scale 12**

Function:	Finance and Business Director
Responsible to:	CEO; Chair of the Finance Committee; The Trust Board
Accountabilities <ul style="list-style-type: none">• To manage and carry out the core financial work of SEAMAT. The post holder will provide high quality management of the finance function, preparing, implementing and reviewing the trust's financial development and operational plans.• To provide strategic financial advice to inform the trust's improvement and growth plans.• To provide operational leadership in all aspects of business activities within the Trust's schools, to introduce and be accountable for the operation, maintenance and development of systems, processes and procedures relating to budget, finance, premises, including ICT and health and safety.• Working with the CEO, to transform best advice from a variety of sources into policies, governance practices and operations. This will help shape the future of the trust and further develop its reputation in school improvement.• To generate income for the MAT.	
Financial Management <ul style="list-style-type: none">• Provide scrutiny and managerial oversight of the finances of individual schools within the MAT, advising the Trust Board, principals and relevant committees on all financial matters.• Take overall responsibility for the MAT annual budget; take the lead role in developing, setting and monitoring individual school budgets that compose the MAT budget.• Ensure congruency in budget headings and indicative budget codes across the schools.• Advise the Academy Trust on financial strategy which supports and develops the educational aims, ethos and growth strategy of the multi academy trust.• Present financial reports to the Finance Committee focusing on future projections, benchmarking and value for money.• Take responsibility for the role of Company Secretary ensuring the Trust complies with standard financial and legal practice and maintains standards of corporate governance.• Advise members of the legal, governance, accounting and tax implications of proposed policies.• Monitor changes in relevant legislation and the regulatory environment and taking appropriate action.• Liaise with external regulators and advisers, such as lawyers and auditors.• Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.• Ensure that Financial Standards are complied with in line with current legislation and EFA requirements.• Develop robust financial management policies, processes and reporting systems that satisfy the audit requirements.• Preparation and submission of required returns to statutory bodies, i.e. EFA, Charities Commission, HM Revenue and Customs• Produce and present regular detailed financial reports on revenue and capital funds to The Trust Board and relevant committees.• Ensure that 'Value for Money' principles are applied to all appropriate purchasing decisions including service contracts and insurance policies. (Including bulk purchasing for MAT schools)• Benchmark financial performance against other schools and multi academy trusts.• Actively work in partnership with local schools to build relationships and market the benefits of the Trust• Research and advise on funding, grant and other income generating opportunities for the Trust.	

- Prepare appropriate bids to acquire additional funds for the schools within the Trust.
- Lead the Due Diligence process in respect of schools or academies potentially joining the MAT
- Play a lead role in converting any new schools to academies that are joining the MAT.

Facilities Management

- Lead the process of Health and Safety ensuring all schools meet all Health and Safety requirements and that regular review and monitoring is in place.
- Liaise with the Trust board, CEO and site teams to develop, establish and manage effective procedures for estate management and maintenance, including an agreed disaster recovery and business continuity plan.
- Be responsible for the management, legal and financial oversight of all capital and major development projects.
- Take responsibility for administration of MAT insurance policies
- Take responsibility for maintaining any MAT assets including such assets as school vehicles.