

**Calday Grange Grammar School  
Job Description**

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| CHIEF FINANCIAL OFFICER & PROCUREMENT MANAGER with additional role as Company Secretary | |
| Scale: | PO11 |
| Accountable to: | Headteacher |
| Responsible for: | Finance Team, Catering Team |
| **Job Purpose:** | |
| * Lead the development and implementation of the school’s long-term financial strategy, ensuring alignment with the school’s educational goals and objectives. * To ensure the effective, efficient and compliant management of all school financial activities in support of its educational and organisational objectives. * To lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. * To provide a professional and compliant service in procurement, estates management and catering, contributing to the overall ethos, work, and aims of the School. | |
| **Principal Duties and Responsibilities** | |
| **Chief Financial Officer Duties**   * Maintain and oversee the financial accounting systems, ensuring compliance with the Academy Trust Handbook, statutory requirements, and key financial guidelines. * Lead the preparation and management of the annual budget, ensuring it reflects the School’s priorities and financial sustainability. * Develop multi-year financial forecasts to guide the School’s strategic planning and resource allocation. * Work with fellow Senior Leaders to determine staffing structures and recruitment. * Manage all Control Account reconciliations, funding analysis, monthly budget monitoring, debtors, and credit control. * Ensure accurate financial systems reflecting the latest position, including month-end and year-end finalisation. * Produce and ensure accurate management accounts (including I&E and Balance Sheet) and other reports as required by the School. * Oversee reconciliation of the School’s bank accounts, including investments and petty cash, ensuring compliance with current requirements. * Create, review, and approve BACS payments in a timely manner. * Ensure compliance with VAT requirements, including the completion and submission of monthly VAT returns in line with HMRC guidelines. * Implement and maintain a robust cash management strategy, regularly monitoring cash balances and investment returns. * Oversee internal controls for cash management systems, ensuring robust handling of cash. * Provide accurate cash flow forecasts as needed. * Ensure all financial systems and processes across the School are compliant with the Academy Trust Handbook and the School’s financial policies. * Oversee preparation of financial returns to external bodies including the DfE, and HMRC. * Oversee and monitor the School’s payroll, ensuring accuracy of monthly salaries. * Act as Pension Liaison Officer for the School’s pension schemes. * Oversee the School’s purchasing procedures, ensuring best value for money in all transactions. * Ensure segregation of duties within the Finance team and in relation to the School’s bank and investment accounts. * Coordination of internal and external financial audits. * Oversee the notification to budget holders of monthly monitoring reports. * Oversee and maintain the School’s risk register and support budget holders in controlling costs and maximising income. * Support the Senior Leadership Team in establishing and implementing policies and procedures for fraud control, anti-corruption, and anti-bribery. * Effectively manage school transport services, including home-to-school transport, managing tender processes, and reviewing contracts. * Oversee the administration of external bookings/ hirings and lettings, school visits, and money collection through parentpay, ensuring accurate record maintenance.  Company Secretarial Duties  * Ensure compliance with all statutory requirements under the Companies Act and other relevant legislation, maintaining the School’s status as a company limited by guarantee. * Provide comprehensive support to the Members, including preparation and distribution of meeting agendas, papers, and minutes. * Manage the timely submission of all statutory returns, including the annual confirmation statement, annual accounts, and any other documents required by Companies House. * Maintain and update statutory books, including the register of members, register of directors, and minutes of board meetings. * Regularly review and implement School policies to ensure compliance with legal and regulatory requirements.   **Procurement Duties**   * Ensure value for money in all significant spend areas, implementing effective procurement solutions that meet the needs of students and staff while complying with public sector procurement rules. * Ensure procurement compliance with the School’s financial regulations and UK procurement regulations. * Maintain and develop procurement policies and processes for services, supplies, and facilities management contracts. * Manage the School’s insurance, advising on appropriate levels and liaising with external insurance companies. * Organise and maintain comprehensive financial and procurement files, ensuring compliance with audit requirements. * Prepare and write tenders and bids for various projects and services required by the School. * Conduct research to identify suitable suppliers and contractors, collaborating with relevant departments to gather necessary information and specifications for documents.  Premises and Estate Management  * Support bid processes and assist the School’s Project Consultant in coordinating external projects, including managing tender processes and the 5-year estate plan. * Facilitate the application process for external grants, funding opportunities, and bids to support the School's initiatives and objectives. * Develop, review, and update policies and procedures related to estate management. * Monitor the Risk Register for the School and support the Governing Body in maintaining accurate records. * In Collaboration with the HR Business manager, prepare reports as necessary to the Governing Body at each Governors’ Estates & Infrastructure Committee meeting.  Catering Management  * Oversee the provision of catering services, including menu planning, procurement, and quality assurance. * Ensure compliance with food safety and hygiene regulations. * Monitor catering budgets and control costs while maintaining high-quality standards. * Support and direct the Catering Manager to maximise profit while maintaining healthy food choices, aligned with the School’s vision and values. * Ensure that the catering service is delivered effectively and within budget.   **Support for the School**   * Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. * Contribute to the school ethos, aims and development/improvement plan. * Work as part of a team, appreciating and supporting the role of other people in the team. * Attend and participate in meetings as required. * Participate in training activities as required.   **Other duties**   * To attend meetings of the Academy Trust, Governing Body and or SLT as required. * To comply with any reasonable request from the Headteacher and/or any Senior Leader delegate of the Headteacher to undertake work of a similar level that is not specified within this job description. | |
| **Personal Attributes** | |
| **Communication & Influence**  Selects the appropriate content and delivery style to communicate ideas, plans and decisions.  Ensures communication delivers the right sense of urgency and importance.  Speaks and writes in a way that results in effective action.  Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.  **Team working**  Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools.  Communicates openly and interactively, listening carefully to others and valuing their opinion.  penly shares information and own expertise with others to enable them to achieve their goals.  **Organisational Awareness**  Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility.  Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school.  Regularly networks inside and outside the school to exchange ideas and information.  **Adaptability**  Contributes personally to the change process.  Helps others to understand the need and reasons for the change.  Effectively implements new ideas and methods to adapt working practices.  Helps plan, develop, set up and monitor systems and processes to effect change.  Challenges existing practices and conventional thinking.  **Use of technology**  Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available.  Is able to manipulate data and extract information, which is then presented in an appropriate format.  Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.  **Professional Values and Practice**  Demonstrates high expectations for all students.  Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.  Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.  Ability to improve your own practice through observations, evaluation and discussion with colleagues. = | |

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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations to safeguarding.  The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance. |
| **Other** |
| * This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation. * All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection. * All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition. * This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade. |