Pioneer Educational Trust
preparing the way for others to follow

Pioneer Educational Trust
Job description:
Head of Finance

Overall Purpose:

The overall responsibility of the Head of Finance is to ensure and assure the overall performance of the finance function. The Head of Finance is responsible for the leadership and direction of the finance service ensuring a customer-led approach, support for school-based teams and the training of new schools joining the trust. The Head of Finance is responsible for trust-wide reporting, forecasting and cost analysis, consolidation of the monthly management accounts, management of the finance team, and developing and implementing procedures to ensure consistency and accuracy. The Head of Finance will work closely with the CFOO, contributing to the development and execution of the trust's strategic plan and ensuring financial strategies are aligned to organisational and educational goals.

Key information:

Department:	Finance and Operations
Working with:	Pioneer Executive Team, Headteachers and Leadership teams, line managers and staff at all levels
Line Managed by:	CFOO
Working pattern:	Monday – Friday: 37.5h per week 52 weeks
Location:	Foxborough Primary School (Pioneer Educational Trust)
Salary:	Pioneer Grade POE (point 55 – 59)
Notice period:	12 weeks

Key Responsibilities:

- Lead the development of financial projections and plans to support strategic decision-making and organisational development.
- Lead on ensuring all statutory financial returns are submitted accurately and in a timely manner.
- Drive financial performance, efficiency and continuous improvement across the organisation.
- Provide timely and accurate financial management reports, data analysis (KPIs) and insight generation to support effective budget monitoring and informed decision-making.
- Lead all internal and external audit activity, ensuring robust assurance processes, effective implementation of recommendations, and strong financial governance and internal controls.
- Ensure the Trust is aware of statutory financial regulations, including updates to the Academies Handbook, and remains compliant at all times.
- Lead on the development and review of the Trust's Finance Regulations Manual and relevant finance policies.
- Lead on identifying key financial risks and their mitigations as part of the risk management process.
- Ensure cashflow practices and procedures, at all levels of the trust, are in a positive cash position.
- Lead the ongoing development, enhancement and use of financial systems, as well as contribute to developing the use of wider MIS and Microsoft Office, to maximise efficiency, strengthen reporting and communication capabilities, and support effective financial management, decision-making and compliance.
- Lead on relationships with HMRC and manage the trust's position in regard to HMRC compliance, VAT and PAYE.
- Lead on relationships with pensions agencies and manage the trust's position in regard to pensions.
- Provide full financial support through due diligence and integration of joining schools.

- Work collaboratively with all operational and educational functions to share and implement best practice and develop the financial understanding of team members at all levels.

Strategic planning

- Working with the CFOO, contribute to the development and execution of the trust's strategic plan, aligning financial strategies with organisational and educational goals.

Leadership

- Uphold and sustain the trust's values, culture and strategic direction demonstrating personal accountability and professionalism.
- Be responsible for or oversee the line management and performance management of direct reports providing appropriate support and challenge in line with the culture and practices of Pioneer.
- Manage the trust's finance team to deliver high-quality services to schools and ensure best practice is observed within schools.
- Ensure effective reporting to the Board of Trustees, welcoming accountability and enabling the trustees to fulfil their functions and legal obligations.
- Represent the trust externally both in own role and also in other areas as required.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.

Professional competence and behaviour:

- As a qualified accountant (ACA/ACCA/CIMA), undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and clients

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. The Nolan Principles

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer's policies and procedures.

During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation, and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate

professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.