

## JOB DESCRIPTION – Deputy Chief Financial Officer (Financial Controller)

<b>Job Title</b>	Deputy Chief Financial Officer (Financial Controller) - Discovery Educational Trust (DET)
<b>Grade</b>	Scale 12, Points 43-48 (£47,471 - £53,937 including outer fringe allowance)
<b>Post</b>	Full-time (37 hours per week) A flexible approach to working hours is required to meet the deadlines and demands of the role
<b>Reports to</b>	Chief Financial Officer (CFO) - DET
<b>Location</b>	Normal place of work is St. Martin's House, St. Martin's School. However, the role requires attendance at all DET (current and future) sites due to the Trust-wide nature of the role. Work at other sites may be for a temporary period or on a permanent basis, according to the needs of DET.
<b>Internal Stakeholders</b>	EHT and School Senior Leadership Teams (SLT), Trust Board (TB), DET School Finance Teams.
<b>Direct Reports</b>	DET Accounts Assistant (and DET Accounts Apprentice when in post).
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To assist the CFO in the development, and management of the DET Finance functions.</li> <li>To deputise for the CFO as and when necessary.</li> <li>To promote the highest standards of business ethos, actively promoting the DET vision and ethos.</li> <li>To ensure value for money and to support integrated curriculum and financial planning.</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>Assist in the verification of General Annual Grant (GAG), Sixth Form, additional Education Skills and Funding Agency (ESFA) grants and other funding/income streams.</li> <li>Assist in the prompt and accurate submission of claims for additional funding/income streams, such as School-centred Initial Teacher Training (SCITT) and Special Educational Needs (SEN) funding.</li> <li>Assist in the investigation, sourcing and maximisation of income opportunities (revenue and capital), helping to liaise with funding agencies and Government to prepare bid submissions.</li> <li>Monitor and report to CFO on the appropriate, timely and cost-effective deployment of funds received from successful bids.</li> </ul>
<b>HMRC/VAT</b>	<ul style="list-style-type: none"> <li>Assist in maintaining the VAT instructions and training Finance staff on the correct use of VAT indicators.</li> <li>Prepare, check and submit the monthly VAT returns to HMRC (Making Tax Digital (MTD) via PSF)</li> <li>Process VAT reimbursement.</li> <li>Undertake and complete monthly partial exemption calculation.</li> <li>Complete and submit to HMRC the annual Gift Aid claim for St Martin's School.</li> </ul>
<b>Financial Systems and Chart of Accounts</b>	<ul style="list-style-type: none"> <li>Assist in the implementation and maintenance of the financial software systems to ensure that these meet the requirements of DET, charity and regulatory authorities.</li> <li>Provide advice and guidance on the financial software systems operated by DET to Finance staff and other users, as necessary.</li> <li>Assist in the development and maintenance of financial and, where necessary, non-financial systems of internal control.</li> <li>Assist in the review and update of the Chart of Accounts (CoA), to ensure it meets the requirements of DET, ESFA and the Charities Commission.</li> </ul>
<b>Attendance at TB, Audit and Risk</b>	<ul style="list-style-type: none"> <li>Assist in the preparation of documentation required for TB and committee meetings.</li> </ul>

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<b>Committee (ARC), Finance and Resources Committee (FRC) and Local School Committee (LSC) Meetings</b>	<ul style="list-style-type: none"> <li>• To deputise for CFO and attend TB, LSC, ARC and FRC meetings, as required.</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• To undertake the audit of monthly payroll calculations received from Payroll Manager, prior to issue to DET Schools.</li> <li>• Manage DET Payroll.</li> <li>• Ensure that the correct payroll payments are made to employees, HMRC and pension providers. Upload to bank.</li> <li>• Ensure monthly reconciliation of payroll control accounts, within PSF, and the completion of the payroll summary sheet.</li> </ul>
<b>Month End</b>	<ul style="list-style-type: none"> <li>• To process month-end, agreeing month-end reports and closing previous month on PSF, to include: <ul style="list-style-type: none"> <li>➤ Receipt of the accurate and timely completion of the month-end return by each DET school, with verification/documentation as required.</li> <li>➤ Oversee the processing of monthly accruals and prepayments.</li> <li>➤ Assist the CFO in the preparation of the monthly management accounts, cashflow and balance sheet, advising EHT of any significant variances or concerns.</li> <li>➤ Review bank reconciliations, as necessary, to ensure that there are sufficient funds to make planned payments and update monthly cashflow projections advising CFO of potential challenges.</li> </ul> </li> </ul>
<b>Year End and External Audit</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of the Year End accounts for DET.</li> <li>• Liaise with external auditors and assist in the collation and submission of all documentation and data required by the external auditors for the annual audit.</li> <li>• Assist in the supply of information, as required, for the completion of the Trustee Report.</li> <li>• Assist in the supply of all documentation and data required for internal audit and present audit and internal scrutiny reports to ARC.</li> <li>• Assist in the Year End procedures on PSF, recording journals for asset additions, depreciation and removals.</li> <li>• Assist in the completion of all returns required by the DfE and ESFA (Annual Accounts Return (AAR) and Budget Forecast Return (BFR)).</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Assist in the review and updating of Financial Regulations and Scheme of Delegation (FRSoD) to reflect legislative and statutory requirements.</li> <li>• Assist with the annual budget preparation, as necessary.</li> <li>• Assist in obtaining RPA and RPA+ insurance cover for DET and its Schools.</li> <li>• Monitor the cost of capital projects, (Condition Improvement Fund (CIF) and Devolved Formula Capital (DFC)), bids and tenders.</li> <li>• Assist with the review and analysis of lease agreements.</li> <li>• Administer the apprenticeship levy account.</li> <li>• Assist in monitoring of service level agreements to ensure effectiveness of delivery and value for money.</li> <li>• Line manage Accounts Assistant (and Accounts Apprentice when in post).</li> <li>• Assist with insurance claims.</li> <li>• Process intercompany recharges and transfers, as required.</li> <li>• Administer banking arrangements, authorise BACS payments and upload payroll transactions.</li> </ul>

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<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with CFO.</li><li>• To comply with personal responsibilities, in accordance with the role, for Health &amp; Safety in the workplace.</li><li>• To ensure that all duties and services provided are in accordance with the DET Equality and Diversity in Employment Policy and the DET Equality Statement and Objectives.</li><li>• To share the TB commitment to safeguard and promote the welfare of children and young people.</li></ul> <p>These responsibilities are neither exclusive nor exhaustive and the post holder may be required by the EHT/CFO to undertake appropriate duties within the context of the job, skills and grade.</p>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• All DET staff must adhere to DET Safeguarding and Child Protection policies and procedures including engaging in annual safeguarding training.</li></ul>

**July 2021**