## POSITION DESCRIPTION

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| **Position Title:** | Finance Director | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:**  | Director  | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Finance Director at Twin Countries STREAM Academy, you will play a pivotal role in leading financial strategy, planning, and management. This position demands a strategic thinker with a strong financial acumen and a commitment to ensuring the academy's fiscal stability. If you are ready to contribute to the financial success of a cutting-edge educational institution, we invite you to join our mission of excellence in STREAM education.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Financial Strategy and Planning:**
	* Develop and implement financial strategies that align with the academy's mission and goals.
	* Lead the annual budgeting process and provide financial forecasts to guide decision-making.
2. **Financial Reporting:**
	* Oversee the preparation of accurate and timely financial reports for internal and external stakeholders.
	* Ensure compliance with accounting principles, regulatory requirements, and financial standards.
3. **Budget Management:**
	* Manage and monitor the academy's budget, providing regular updates to leadership and department heads.
	* Collaborate with department heads to ensure budgetary adherence and optimize resource allocation.
4. **Cash Flow Management:**
	* Develop and implement effective cash flow management strategies.
	* Monitor cash flow, liquidity, and financial sustainability to support ongoing operations and initiatives.
5. **Financial Analysis:**
	* Conduct financial analysis to identify trends, risks, and opportunities.
	* Provide insights and recommendations for optimizing financial performance.
6. **Risk Management:**
	* Identify financial risks and implement strategies to mitigate them.
	* Develop and maintain a risk management framework to safeguard the academy's financial assets.
7. **Audit and Compliance:**
	* Coordinate and oversee annual audits, ensuring compliance with regulatory requirements.
	* Collaborate with auditors to address any findings and implement corrective actions.
8. **Investment Management:**
	* Manage the academy's investment portfolio, making recommendations for optimizing returns.
9. **Financial Policies and Procedures:**
	* Develop and update financial policies and procedures to ensure transparency, accountability, and compliance.
	* Provide training to staff on financial policies and procedures.
10. **Grant Management:**
	* Oversee the financial aspects of grant applications and management.
	* Ensure accurate reporting and compliance with grant requirements.

**Knowledge and Skills Required**

1. **Professional Certification:**
	* CPA (Certified Public Accountant) or CMA (Certified Management Accountant) certification is highly desirable.
	* Membership in relevant professional finance associations is advantageous.
2. **Proven Experience:**
	* Extensive experience in financial leadership roles, preferably in an educational setting.
	* Track record of successful financial management, budgeting, and strategic planning.
3. **Analytical Skills:**
	* Strong analytical and problem-solving skills, with the ability to interpret complex financial data.
	* Proficiency in financial modeling and forecasting.
4. **Communication Skills:**
	* Excellent written and verbal communication skills, with the ability to convey financial information to diverse stakeholders.
5. **Leadership Skills:**
	* Strong leadership and team management skills, with the ability to inspire and guide a finance team.

**Qualifications**

* **Bachelor's or Master's degree in Finance, Accounting, or a related field.**