

Trust Strategic Planning – The Finance Service

The Supporting Team

- Caludon – Finance Officer (FT AYR), 2 Finance Clerks (2 days and 3 days 40 weeks each)
- Hill Farm – Admin Officer (38 weeks)
- Kingsbury – Finance Officer (40 weeks), Finance Clerk (39 weeks)

Key functions

- To play a strategic, technical and leadership role, including ensuring sound appropriate financial governance and risk management arrangements are in place.
- Preparation and monitoring of budgets across the Trust to ensure individual establishments and the Trust are not in deficit.
- To ensure on behalf of the accounting officer and Trustees, that throughout the Trust, value for money, regularity and propriety are met.
- To ensure internal controls throughout the Trust are sound and followed. The internal framework includes, along with the points already made:
 1. applying discipline in financial management, managing banking, debt and cash flow, with appropriate segregation of duties
 2. effective planning and oversight of any capital projects
 3. propriety and regularity of financial transactions following the Academies Financial handbook
 4. reducing the risk of fraud and theft
- To fulfil the role as Company Secretary, ensure that all filings are made with Companies House in a timely manner.

Achievements 2016/17

- Balanced budgets throughout the Trust, with no overspend at the end of the year.
- Development of a new finance policy.
- Kingsbury following Trust financial procedures.
- The responsible officer report for both Kingsbury and Caludon, only made recommendations to enhance the current internal controls.

Challenges and Trust priorities for 2017/18

- Whilst there are no high risk factors, we want all schools to align to Trust financial procedures. To ensure that Hill Farm follow Trust financial procedures in order to assure the RO and Trustees that internal controls are being followed.
- Through monitoring and regular meetings, ensure no overspend of Kingsbury's budget and identify where savings could possibly be made with no jeopardy to the learning and teaching.
- For Kingsbury to have reserves at the end of the year.

Key developments planned for 2017/18

- Supporting the growth of the Trust
- Obtaining funding due to unsuccessful bids at Hill Farm.