

JOB DESCRIPTION & PERSON SEPCIFICATION

Job title:	Chief Financial Officer
Grade:	L1 £49,781 to L5 £54,939

Job purpose
<ol style="list-style-type: none"> 1. The Chief Financial Officer is integral to the delivery of the Trust's strategic aims and will play a key role as a member of the Executive Leadership Team (ELT), providing dynamic leadership, strong management and clear direction across all non-academic services for the Trust, espousing continuous improvement principles and engendering a 'can do' culture. 2. The CFO will strive for operational excellence on the part of every member of the central team and in all our schools, ensuring that: the Trust support services function is well managed on a day-to-day basis; systems and processes are rigorous, robust and fit for purpose; staff work as one team towards a common purpose, are effectively and efficiently deployed, and perform to the highest standards. 3. The prime directive for the CFO is to facilitate the best possible educational provision and outcomes by successfully removing any non-academic barriers to achieving academic goals, thus maximising the capacity of Headteachers and their staff by ensuring they are fully supported in their work by the central team. This work will include guaranteeing compliance with all relevant legal and regulatory requirements. 4. Leading on the Trusts business plan, the CFO will ensure that our business model is scalable and effectively supports the growth of the Trust, leveraging economies of scale to enable even greater investment in children's education. 5. The post holder will be responsible for the provision and strategic analysis of timely, accurate and valid performance information to the Chief Executive Officer, Trust Headteachers, the Board and, where necessary, external parties. 6. The role will be critical in realising the growth potential of the Trust by developing and leading on an effective HR and Organisational Development (OD) strategy aligned to the current and future needs of the Trust, and by ensuring that activities and resources are co-ordinated and managed in an effective, efficient and productive way, to support the delivery of high quality education to current and future students. 7. The CFO will support the Chief Executive Officer in delivering on the Trusts Growth Strategy, leading any future bids, due diligence processes, building and other projects. <p><i>N.B. This is a new post and is partly developmental in nature. Therefore, what follows in terms of duties and responsibilities should be read as indicative. There will be scope for the post holder to negotiate some of the specific details, which may be phased over time according to the Trust's changing needs.</i></p>

Responsible to

Chief Executive Officer

Staff management responsibility

Central Services:

Main Duties and Responsibilities

Leadership of Trust Support Services

1	Be the designated Chief Financial Officer for the Trust and ensure Trust-wide compliance with the Academies Financial Handbook.
2	Deputise for the Chief Executive Officer in any aspect of work that does not require an educational background.
3	Represent Trust Support Services at Executive Leadership level, the Board of Trustees and external bodies where appropriate.
4	Be accountable for the support services staffing and non-staffing budgets and ensure that their requirements are integrated into the Trust's annual planning processes.
5	Deliver effective change management, including leading and developing an operational team.
6	Drive efficiencies across the Trust. Ensure income generation opportunities are maximised and staff are appropriately supported in securing relevant grant funding.

Service Delivery

7	To keep administrative processes and support services structures and requirements under review, and to make recommendations for improving their effectiveness and efficiency, by analysing current and future needs and making recommendations to executive and governance leadership for changes in TST structures and functions.
8	To recommend to the Chief Executive Officer and Board the appointment/reappointment of appropriate professional advisers and contractors and be responsible for contract management, ensuring the Trust complies with best practice in all aspects of project planning, consultation, procurement, commissioning and delivery.
9	Lead on risk management and mitigation, strengthening control, ensuring that the Chief Executive Officer, Headteacher and Trustees are apprised of risks and issues and that these are being mitigated and managed appropriately.
10	Evaluate business, operational and financial systems and processes. Analyse and resolve complex issues and provide alternative solutions and process improvement plans as needed.
11	Lead the development and maintenance of all Trust policies and procedures within the post holder's areas of responsibility, ensuring not only compliance with all relevant statutory requirements but that they are entirely fit for purpose, communicated to all relevant stakeholders and that training and development are provided to warrant understanding.

Finance

12	Provide strategic leadership, direction and management of Finance across the Trust, ensuring high standards and the development of systems appropriate to the size and vision of the Trust.
13	Oversee the preparation of an annual budget within a five-year financial plan for approval by the Board.
14	Develop a strategic plan for robust financial management of the Trust's activities, resources and assets in line with the Academies Financial Handbook and Company House requirements.
15	Ensure appropriate levels of support for the effective management of finance across all academies.

16	Use appropriate data to make financial forecasts to facilitate good strategic forward planning.
17	Ensure robust budgetary control arrangements are in place to enable monitoring of income and expenditure against budgets and ensure corrective action is taken where appropriate.
18	Oversee benchmarking to review best value for money and to make suitable recommendations.
19	Ensure the timely submission of all statutory financial statements and returns.
20	Oversee the preparation of monthly management accounts, forecasts and other financial and non-financial reports for the Trust and its schools, presenting reports to the Board and explaining all significant variances to all relevant stakeholders, in accordance with agreed timetables.
21	Provide support, guidance, challenge and information to budget holders.
22	Ensure that the financial and management accounting systems for the Trust are up-to-date and support all accounting and reporting needs.
23	Advise the CEO, Board and Local Governing Bodies on external and internal audit arrangements as required by financial regulations and funding bodies and liaise with auditors to facilitate all audit arrangements.
24	Oversee and ensure the effective management of payroll and compliance with all legislation relevant to tax, national insurance and pensions.
25	Oversee and ensure the efficient resolution of all personnel matters relating to salary, pension and HMRC queries.
26	Oversee arrangements for appropriate insurance cover for the Trust. Ensure managers liaise with the RPA/brokers/insurance companies regarding claims, dealing with all correspondence and communications.
Marketing	
27	Ensure the Trust's distinct identity and brand, to maximise our impact at a local, regional and national level. This also includes working closely with the Chief Executive Officer, and Headteachers in the delivery of the Trust's overall aims and objectives.
28	Ensure our social media and web presence supports our brand identity and profile development.
29	Support the Trust to deliver effective recruitment campaigns in support of our student growth and revenue objectives.
Academy Liaison	
30	Develop and maintain strong networks between the schools and Trust staff to ensure that all professional support services contribute to school planning and support the Trust's current, future and emerging needs.
31	Work with the Chief Executive Officer and Headteachers to identify and agree resources to support school requirements.
32	Where practicable and appropriate ensure structures and processes are streamlined and designed to minimise time input from Headteachers and other members of the SLT.
33	Ensure exemplary customer service and student satisfaction throughout Trust activities.
General	
34	Carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
35	Comply with Health and Safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters to protect both yourself and others.
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities which the Academy Trust may determine.	

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

PERSON SPECIFICATION						
ESSENTIAL				DESIRABLE		
	Criterion No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
Qualifications	E1	Holds or is working towards a recognised CCAB accountancy qualification	A/C	D1	MBA or Professional Management Qualification	A/C
	E2	Evidence of continued commitment to personal professional development	A	D2	HR or Project Management Qualification	A/C
Experience: strategic leadership and change management	E3	A track record of creating and implementing an organisation-wide vision and experience of delivering strategic leadership, leading to demonstrable organisational improvement	I/R	D3	Knowledge of education funding arrangements for academies	AF/I
	E4	Understanding of future challenges for Multi Academy Trusts	I			
	E5	Experience of leading innovation and change - a successful innovator of improvement that has demonstrable positive impact	I/R			
Experience and skills: business and finance	E6	A successful track record of business management in any or all of the educational, public, private or voluntary sectors	A/I/R	D4	Knowledge and understanding of marketing and branding strategies	A/I/R
	E7	Consultation, planning and implementation skills, developing appropriate strategies and achieving successful results	A/I/R	D5	Successful experience of securing efficiency savings and/or income generation	A/I/R
	E8	In depth knowledge of financial management, relevant financial regulations and good financial practice	A/I/R			
	E9	Experience of internal and external audit and of developing robust, audit compliant internal records	A/F/R			

	E10	Experience of creating a healthy and sustainable business model, including income generation and value for money achieved	A/I/R			
Experience and skills: team-working and communication	E11	Experience of working at a senior level in a large and complex organisation	A/I/R	D6	Experience of working in a School/ Academy setting, with knowledge and understanding of multi-academy structures	A/I/R
	E12	Strong analytical skills to interpret a range of legislation and regulations	A/I/R			
	E13	Ability to work well with Headteachers and the Board of Trustees (Trustees)	I			
	E14	Experience of working with other agencies and partners to develop new approaches and accelerate improvement	A/I			
	E15	Negotiation and advocacy	I			
	E16	High level communication (both written and oral) and IT skills	A/I			
Personal qualities and attributes	E17	Commitment to co-operative values and working with and for children and young people	I/R			
	E18	Personal probity and integrity	I/R			
	E19	Resilience, adaptability and resourcefulness;	I/R			
	E20	Demonstrate effective decision-making skills, including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	I/R			
	E21	Excellent time management and ability to work under pressure to tight deadlines	I/R			

	E22	Ability to work flexibly to meet the demands of the post	I/R			
	E23	Emotional resilience that underpins a motivation to work within education settings	I			
	E24	Suitable to work with children/young people	I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references