



Job Description

KEY INFORMATION	
Post title:	Chief Finance Officer
Grade:	13
Responsible to:	CEO
Responsible for:	Director of Estates and IT Infrastructure, the Trust Finance Team

OVERALL PURPOSE OF JOB
<p>As a member of the Trust's Executive Team, the CFO will have overall operational and strategic responsibility for all aspects of the Trust's finances, including financial planning, asset management, payroll, risk management and procurement, and, in conjunction with the Executive Team, ensure the Trust is in a sustainable financial position. The CFO will also oversee the estates and IT function of the Trust, line managing the Trust's Director of Estates and IT Infrastructure and the Trust's Central Finance Team.</p> <p>The CFO will attend and actively contribute to Trust Board meetings and the Finance, Audit and Risk subcommittee meetings.</p>

MAIN DUTIES AND RESPONSIBILITIES	
Finance, audit and risk	
1	Provide strategic guidance, leadership and management of all the Trust's finances, advising the CEO, Trustees and Principals/senior school leaders on all financial matters, ensuring financial propriety
2	Advise and support the CEO in the financial aspects of their responsibilities as the Trust's Accounting Officer
3	Be responsible for the statutory annual accounts, financial returns and management reports to the Trust Board, the Finance, Audit and Risk Committee and the ESFA/DfE, Companies House, Charities Commission and other statutory bodies, in accordance with guidance and internally and externally determined deadlines
4	Be responsible and accountable for the delivery of financial services throughout the Trust, including the management of Trust's accounting system and internal controls
5	Ensure the Trust complies with its obligations in accordance with the funding agreement, the Academy Trust Handbook, VAT requirements, accounts direction issued by the ESFA and the Trust's financial regulations and procedures, including the Scheme of Delegation
6	Plan and manage change in accordance with the Trust's strategic plan

7	Lead on the strategic planning process, deliver annual and medium-term budget plans, periodic forecasts and funding requirements, working closely with the CEO and Principals/senior school leaders to ensure consistency with the Trust's strategic and financial objectives
8	Contribute fully to all areas of Trust strategy and provide financial analysis and guidance on all activities, plans and targets
9	Continually review, develop and improve the existing financial systems, policies and procedures, ensuring they are streamlined, efficient, robust, compliant and support both current activities and future growth
10	Manage the income and expenditure budgets across the Trust, identify any potential financial risks and implement strategies to address issues arising
11	Lead on the Trust's approach to audit and risk management in conjunction with the accounting officer and Chair of the Finance, Audit and Risk Committee
12	Lead on the audit process and be the main point of contact for the Trust's appointed internal and external auditors, acting as a conduit between Trustees, audit consultant teams and academy/Trust colleagues involved in audit processes and reviews. Review any audit findings and implement changes/improvements to financial processes
Procurement and contract management	
13	Lead the Trust's procurement strategy and ensure all policies and procedures for buying and ordering supplies and services are robust, fully compliant and operate efficiently, generating economies of scale and value for money and ensuring best value
14	Advise on insurance requirements and make appropriate arrangements for insurance cover as required
15	Manage the tendering process where required, including taking the lead on negotiations with third parties over the maintenance and development of service level agreements and contracts (e.g. catering, cleaning), and, along with the Executive Team, hold suppliers to account to ensure the provision of high levels of service and value for money
Payroll and pensions	
16	Have overall responsibility for payroll across the Trust, including checking, reporting, payment, compliance with legislation and other associated payroll responsibilities, e.g. HMRC reporting, tax matters, benefits, etc.
17	Be responsible for the management of pensions across the Trust, including ensuring that pension returns (Teachers' Pension Scheme, Local Government Pension Scheme) are completed accurately and on time and liaising with the pension schemes in relation to queries, policies, updates, etc.
Capital planning and asset management	
18	Manage the process for capital grants and bids where required



19	Support the Director of Estates and IT Infrastructure with the estates capital projects and planning process
20	Undertake a lead role in supporting the conversion of new schools into the Trust, including overseeing due diligence for all financial and infrastructure aspects and liaising with legal providers where required
21	Produce and implement policies and procedures for the procurement, depreciation and disposal of all assets for the Trust
Leadership and management	
22	Lead and manage the Finance Team and Director of Estates and IT Infrastructure, including all aspects of line management (appraisal, performance management, absence management, etc.)
23	Support Business Managers with the finance elements of their role, providing training and advice as and when required
24	Attend regular budget monitoring meetings with Business Managers and Principals and provide professional challenge and support regarding expenditure against income
25	Actively participate in local and national professional networks and keep abreast of current and best practice

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Educated to degree level or equivalent
2	Professional accountancy qualification e.g. CIMA, ACCA, CIPFA
3	Evidence of undertaking continuous professional development
Experience	
1	A proven track record of successful financial leadership and management and strategic leadership experience, with accountability for a complex and/or multi-site resource base
2	Significant experience of leading and managing substantial budgets and working with a range of stakeholders to develop strong financial understanding across the organisation
3	Line management experience, including effective delegation, coaching and developing others, and building and leading effective teams
4	Experience of developing and managing external relationships with professional and regulatory bodies
5	Experience of managing tender processes and negotiating contractual agreements
6	<i>Experience of bid writing and/or obtaining additional funding (desirable)</i>
7	<i>Experience of working within an educational setting (desirable)</i>
Skills/Knowledge/Abilities	
1	Well-honed analytical skills, with the ability to interpret complex information, advice and legislation and present this in both written form and verbally to a range of stakeholders
2	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account
3	Ability to build strong relationships and communicate effectively to a range of stakeholders, including staff, leaders, Trustees, external agencies and others, with a high level of professional credibility
4	Excellent proficiency in a range of ICT systems, including standard computer packages (e.g. Microsoft suite, Google) and finance, budgeting and payroll software
5	Knowledge of payroll processes and relevant legislation
6	<i>Knowledge of charity and/or education sector legislation, funding and accounting policies (desirable)</i>



Personal Attributes	
1	Strong personal and professional integrity, with resilience and ability to motivate self and others, lead across the Trust and be an excellent role model
2	Confidence in dealing with challenging conversations and adhering to policies and procedure
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	Commitment to effective and compliant governance and the ability to ensure others adhere to financial policies, procedures and legislation
7	Full driving licence and access to a car with business insurance, with the ability to travel to different schools within the Trust and other locations as and when required
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check