



BEST

BEDFORDSHIRE
SCHOOLS TRUST

BEST Executive Team
Application Pack

Chief Financial Officer





CONTENTS

1. Introduction
2. About BEST
3. Our Schools and Nurseries
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to the Bedfordshire Schools Trust and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our trust or any of our academies, please contact:

Jenna Everett at Satis Education

T: [07593583047](tel:07593583047)

E: jenna@satiseducation.co.uk

Bedfordshire Schools Trust

Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS

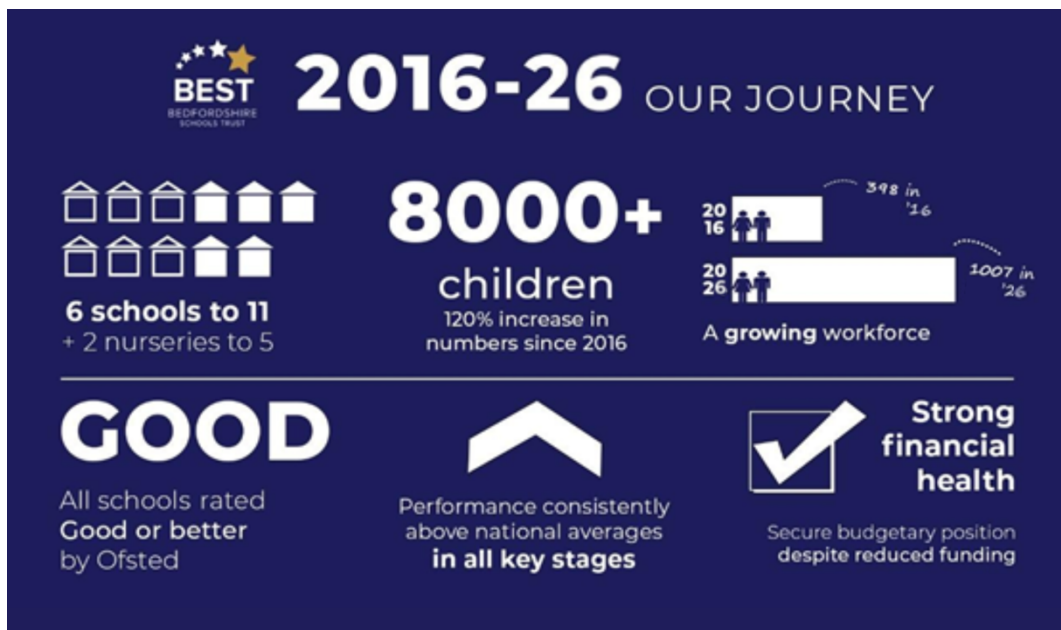
www.bestacademies.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across a community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.



Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



OUR SCHOOLS AND NURSERIES

The 11 schools that make up the BEST family are:

- Campton Academy, Campton
- Castle Newnham, Bedford
- Etonbury Academy, Arlesey
- Gothic Mede Academy, Arlesey
- Gravenhurst Academy, Upper Gravenhurst
- Langford Village Academy, Langford
- Lawnside Academy, Biggleswade
- Pix Brook Academy, Stotfold
- Robert Bloomfield Academy, Shefford
- Samuel Whitbread Academy, Clifton
- St Christophers Academy, Dunstable

We also have five nurseries:

- BEST Nursery (Arlesey)
- BEST Nursery (Langford)
- BEST Nursery (Shefford)
- School-based nursery provision at Gothic Mede Academy
- School-based nursery provision at St Christophers Academy



HOW TO APPLY

Please make your application via MyNewTerm using the link below:

<https://mynewterm.com/jobs/2275/EDV-2026-BSTL-80321>

Closing date: 9.00am Friday 15th May 2026

Interview date: Wednesday 20th May 2026 - Timings to be agreed

BEST is an equal opportunities employer, and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Chief Financial Officer
Based at	BEST House, Shefford
Salary/Grade Range	BEST-CFO Pt 1-7 - £98,040 to £117,064* *subject to pending pay away
Responsible to	Chief Executive Officer (CEO)
Hours	37 hours a week, Monday to Friday, 52 weeks a year
Start Date:	September 2026

Purpose of Role

To:

1. Have responsibility for all aspects of BEST finance
2. Lead BEST's Finance Team
3. Advise and support academy/nursery leaders, allowing them to focus on educational standards
4. Assist with the growth and development of BEST, ensuring it continues to be financially sustainable.

Objectives of Role:

To ensure:

- The highest standards of financial management
- Public funds are used as intended by Parliament
- Ensuring the financial integrity of BEST and achieving value for money in all areas of the organisation
- Rigorous procedures for preparing and monitoring financial plans
- Appropriate financial arrangements operate day to day
- Effective internal controls
- The Accounting Officers and Board of Trustees are appropriately informed through agreed mechanisms.



Key Responsibilities:

The CFO will be accountable to the CEO/Accounting Officer for:

Strategic Leadership and Trust Development

- Advise the CEO, Trust Board, academy Principals and Local Committees of the Board on financial strategy and operations.
- Contribute to the development and implementation of BEST's strategic action plan, providing financial analysis and guidance
- Conduct financial due diligence on schools applying to join BEST.
- Contribute to risk management, identifying and mitigating financial risks

Financial Management and Control

- The effective deployment of financial resources
- Ensuring financial plans support raising educational outcomes
- Ensuring financial planning establishes sustainability of BEST through accurate budgeting, forward planning and regular monitoring
- Liaising with BEST's appointed external auditors and ensuring the preparation of statutory accounts
- Manage cash reserves ensuring BEST is able to meet short term financial obligations
- Develop and manage BEST's financial system ensuring robust financial systems are in place to provide efficient integrated processes
- Ensuring all required statutory returns are prepared and submitted
- Providing professional advice and support to staff, Local Governing Bodies and Trustees.

Reporting and Compliance:

- Complete and submit financial returns as required by relevant authorities.
- Ensuring compliance with all relevant external statutory regulations e.g. Companies Act, Charities Act, HMRC, DfE (including the Academy Trust Handbook)
- External audit - maintaining accurate accounting records and preparing annual reports and financial statements
- Internal audits - delivering assurance that BEST's financial systems, controls, transactions and risks are sound and implemented
- Monthly management reporting to the Principals, Accounting Officer, Chair of Finance and Audit Committee and the Chair of Trustees
- Attending and reporting to Finance and Audit and Risk Committees on matters of probity and potential risk



- Provide timely financial management reports for Board meetings to support effective governance.

Leadership and Management:

- Providing leadership and technical expertise to central and local finance staff
- Line managing of the central finance team
- directing and providing support and training for local finance staff
- Build effective relationships with stakeholders and partners
- Becoming a member of a Local Committee of the Board.

Professional development

Engage in own continuous professional development and that of finance team members

Keep up to date with educational developments and legislation affecting BEST finances

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST CEO to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Chief Financial Officer

Attributes	Essential (E)/Desirable (D)		How assessed
Education, Qualifications & Industry Experience	Fully Qualified Accountant (e.g. ACCA, ACA, CIMA, CIPFA) Recognised accounting qualification or equivalent	E	Application Form
	Post qualification sector relevant experience (Schools/Education)	E	Application Form
	Qualified to degree level	D	Application Form
Professional Experience	Experience in working in a school environment	E	Application Form
	Demonstrable experience in relevant operational activity	E	Application Form
	Competent in using MS Office	E	Application Form
	A strong communicator at all levels	E	References/ Panel Interview
	Well-developed presentation skills and the analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the trust	E	Interview/Presentation
	Highly organised but flexible, and comfortable working with intellectually challenging teams and stakeholders	E	Board Interview
	Knowledge of the Charities Sector	D	Application Form



Professional Knowledge, Skills and Understanding	Evidence of managing MIS systems for reporting to management and other stakeholders as well as the ability to develop and maintain efficient record keeping	E	Application Form
	A strong customer focus coupled with a firm but sympathetic manner and high levels of professionalism	E	Board Interview
	Experience of supervising staff and of working effectively with internal and external partners	E	Application Form/ Panel Interview
	Ability to exercise initiative to make a decision within sphere of work, and/or knowledge, reporting on actions appropriately	E	Board Interview
Personal Qualities	Positive (can-do) approach to handling issues and interaction with others by using full range of interpersonal skills (e.g. tact, diplomacy, negotiation, assertiveness)	E	Panel/Board Interviews
	Excellent written and verbal skills including the ability to write high quality reports, to produce accurate notes of formal meetings and witness statements to formal hearings	E	Application Form/ Presentation
	Ability to demonstrate high standards of Integrity, confidentiality and reliability	E	Application Form/ References
	Committed to raising standards and to equality and diversity principles	E	Panel/Board Interviews
	A team player with the ability to establish sound relationships and help develop a cohesive team	E	Panel Interview/ References
Physical	Ability to travel	E	Application Form



Other	Values and respects the views and needs of children and young people	E	References/ Panel Interview
	Appropriate DBS clearance (before post is taken up)	E	Application Form
	Knowledge of relevant safeguarding/child protection legislation and best practice	D	Board Interview

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

