

# Chief Financial Officer RECRUITMENT INFORMATION



*'Life in all its fullness'*

# Welcome from our CEO



Three Spires Trust is a Church of England Multi Academy Trust which is committed to working within a respectful and compassionate environment. We welcome schools of all faiths and none, all educational phases and all Ofsted judgments. The heart of the Trust's vision is our commitment that all children should experience 'life in all its fullness'.

Three Spires exists to nurture a culture which values the essence of education, academic and vocational, as much as the whole person, the human being.

Service on behalf of all our communities and young people flows from an ambition to provide an enriching holistic experience; never compromising educational excellence but recognising that at the heart of education lies the pursuit of the spiritual, ethical, intellectual, relational flourishing of children, teachers and communities.

As a Trust we plan for the future with hope and optimism – we draw on the wonderful skills of our workforce and listen continually and with commitment to the voices of our young people. We underpin our conversations with compassion and consideration but never underestimate the need to be courageous advocates for positive change which will impact on the lives of our young people.

*Emily Verou*

Chief Executive Officer

*Enabling 'life in all its fullness' through courageous and future-ready education for everyone.*

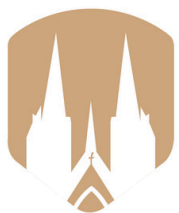
# Our Schools



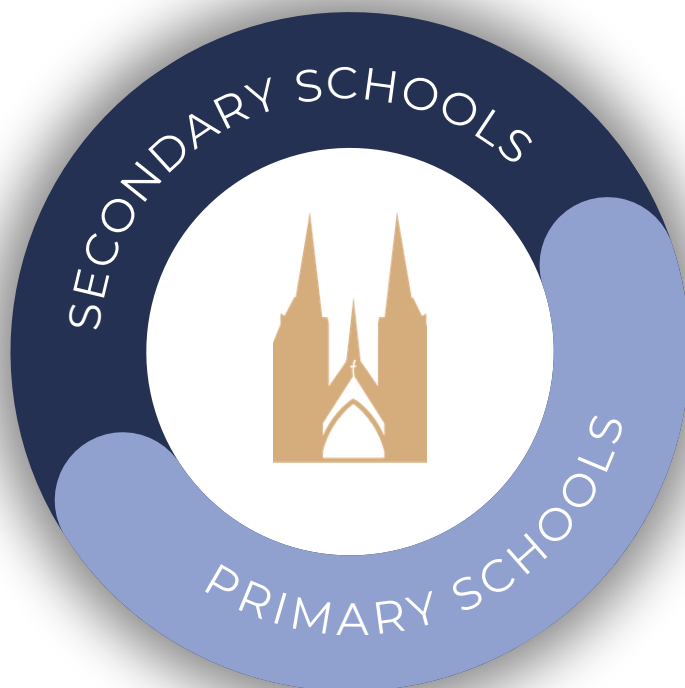
**St Regis**  
Church of England Academy



**St Peter's**  
Collegiate Academy



Three Spires | **SIXTH FORM**



**St. Thomas'**  
CofE PRIMARY ACADEMY  
*Learning for life with Jesus*

**St Michael's**  
*CofE Primary Academy*

# Associate Schools



# Our Vision

Our vision is to enable 'life in all its fullness' for every learner through a courageous, future-ready education shaped by Christian hope (John 10:10). We are committed to forming communities where all are invited to be **transformed** through renewed minds and hearts (Romans 12:2), to **serve** with humility and compassion following the example of Jesus (Mark 10:45), and to **thrive** in God's abundant grace, growing spiritually, emotionally, and together in purpose.

# Our Values



## **TRANSFORM**

*"Be Transformed in Christ"*



## **SERVE**

*"Serve as Jesus Served"*



## **THRIVE**

*"Thrive in God's Grace"*

# Professional Growth

**Three Spires Trust is deeply committed to fostering staff development and professional growth.**

The Trust's approach emphasizes continuous professional development, encouraging staff to engage in reflective practices and self-evaluation to identify areas for improvement and celebrate achievements. Through structured professional growth initiatives, including industry placements and experiential learning opportunities, staff are equipped to deliver career-focused education effectively, thereby enriching the learning experience for all students.

The *Three Spires Institute of Education* is a comprehensive professional development programme that is entirely inclusive to Three Spires Trust and complements the Department for Education's 'golden thread' initiative, providing high quality support, training and development available throughout the entirety of a teacher's career.



# About the Role

*This is not a conventional Chief Financial Officer role.*

Three Spires Trust is seeking an exceptional leader to join an experienced and ambitious executive team at a defining point in our journey. We are entering a period of significant transformation: strengthening financial resilience, reshaping central services, building organisational capacity, and positioning the Trust for sustainable growth in a rapidly evolving educational and technological landscape. We are looking for a CFO who will not only manage finance effectively, but help shape what comes next.

This is a rare opportunity to influence the direction of a forward-thinking, values-led Trust. We are interested in leaders who combine strong stewardship with bold thinking—who understand that financial discipline is not an end in itself, but an enabler of great schools, long-term sustainability and meaningful innovation.

The successful candidate will bring executive credibility, strategic insight and the confidence to lead through complexity. Working closely with the CEO, trustees, academy leaders and central teams, they will ensure that financial strategy actively supports our wider ambitions: transformative education, operational effectiveness, responsible growth and a modern, future-ready Trust infrastructure. This includes helping us harness automation, digital systems and AI to improve workflows, strengthen reporting and increase organisational insight.

We want a leader who sees opportunity where others see pressure—someone who can guide recovery and resilience while also thinking beyond the immediate horizon. The strongest CFOs do more than protect organisations; they help design them. At Three Spires Trust, that means shaping scalable, intelligent and efficient systems, and ensuring resources are deployed to create lasting impact and value.

The Trust has a strong regional and growing national reputation for transformative system leadership, and this role offers the right candidate a meaningful opportunity to grow professionally within an ambitious, outward-facing Trust that is shaping practice beyond its own academies.

The role has a wide remit, including strategic financial planning, risk management, payroll, audit, and legal and compliance responsibilities, as well as supporting academy onboarding and growth. The CFO will lead on the Trust's approaches sustainability, income generation and value for money, bringing a principled and commercially astute mindset to identifying new opportunities.

The right candidate will be energised by both the scale of the opportunity and the challenge ahead. They will combine precision with vision, rigour with pace, and bring a genuine commitment to public service. They will build confidence in governance, lead teams effectively, and communicate complex matters with clarity. Above all, they will want to help shape—not simply maintain—the organisation.

At Three Spires Trust, we are reimagining what strong, ethical and future-facing leadership looks like. This role is central to that work, offering the chance to strengthen and innovate, and to help build a Trust that is financially secure, operationally sharp and ready for the future.

# Joining Us

## How to Apply

To apply for a job at Three Spires Trust or one of its academies, you will need to apply through [MyNewTerm](#). Three Spires Trust and its academies will not accept a CV alone.

## Safer Recruitment

Three Spires Trust and its academies are committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment.

We comply with the Disclosure & Barring Service (DBS) code of practice, and if successfully shortlisted, candidates will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Section 128 direction check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

In addition, you will need to bring to interview documents with photographic identity, such as your passport, and we will compare this against your likeness. The Trust and its academies will not accept documents that are not in the candidate's current name as recorded on the application form.

If unfortunately, you are not offered the post, please be assured that the details taken regarding your personal documentation will be **destroyed**.

Please note that references will be sought for all the shortlisted candidates prior to interview. References will always be requested directly from the referee and from a senior person with appropriate authority. Open references, e.g. 'to whom it may concern' testimonials, and unverified information will not be relied upon.

## Equality, Diversity and Inclusion

Three Spires Trust and its academies are committed to promoting equality and diversity opportunities among our community of staff and students. Ensuring best practice in our recruitment processes is essential to this commitment. We will seek to ensure that all job applications and staff are treated fairly, with respect and without bias. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnic origin, gender, gender identity, sexual orientation, marital status, caring or parental responsibilities, racial group, religious or philosophical beliefs.

## Disability and Accessibility

Three Spires Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment and would like our HR Team to make adjustments or arrangements to assist if you are called for an interview, please be sure to state these on your MyNewTerm application form.

# Job Description



Academy	Three Spires Trust Central Team - office-based with travel between academy sites
Position	Chief Financial Officer
Salary	Competitive
Contract	37hrs, whole year, permanent Access to local government pension scheme
Responsible to	Chief Executive Officer

All staff have a pivotal role to play in every child's spiritual, moral, social and cultural development. Through our mission to ensure that every child experience's life in all its fullness, we ensure that we support each child through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the CEO with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Purpose of the Role

The Chief Financial Officer is a key executive leader within Three Spires Trust and has a significant role in the strategic leadership, development and long-term sustainability of the Trust.

The CFO will provide strategic and operational leadership for the Trust's financial affairs, ensuring that public funds are managed with integrity, transparency and effectiveness, and that financial planning supports the Trust's educational priorities and growth ambitions. The postholder will lead on financial strategy, financial operations, risk management, payroll oversight, audit, legal matters relating to the Trust's corporate and operational work, and academy growth and onboarding. The postholder will also effectively use resources to support high-quality education.

Working closely with the CEO, trustees, academy leaders and central colleagues, the CFO will ensure that the Trust maintains strong financial stewardship, robust assurance arrangements and a sustainable platform for improvement and growth.

## Key Accountabilities

The CFO will:

- provide strategic financial leadership across the Trust, aligned to the Trust's vision, strategic plan and growth trajectory
- advise the CEO, Board of Trustees and relevant committees on all matters relating to finance, risk, audit, legal and financial sustainability
- ensure the Trust has robust short, medium and long-term financial planning in place
- lead a culture of strong financial management, value for money, compliance and accountability across all academies and central functions
- oversee the Trust's approach to organisational risk management and assurance

- provide executive oversight of payroll and associated financial controls
- lead the financial, audit and legal dimensions of academy onboarding, conversion and trust growth
- ensure that statutory, regulatory and contractual responsibilities are discharged effectively and on time

## **Main Duties and Responsibilities**

### **1. Strategic financial leadership**

- Lead the development and implementation of the Trust's financial strategy in support of the wider strategic plan.
- Produce and maintain a robust multi-year financial plans, including scenario modelling, sensitivity analysis and strategic options appraisal.
- Advise the CEO and trustees on financial sustainability, reserves, efficiency, investment, affordability and risk.
- Support academy and Trust leaders to align financial planning with school development priorities and operational needs.
- Lead strategic financial modelling for growth, restructuring, service redesign and major organisational decisions.
- Promote a culture in which financial stewardship supports educational excellence and protects the Trust's long-term resilience.

### **2. Financial planning, management and control**

- Lead the annual budget-setting process for the Trust and its academies, ensuring that budgets are realistic, sustainable and aligned to agreed priorities.
- Lead long-term financial forecasting (3-5 years).
- Identify cost-saving opportunities without compromising quality.
- Ensure timely and accurate production of monthly management accounts, forecasts, cashflow reports and other financial information for leaders and trustees.
- Oversee treasury management, banking arrangements, cashflow and working capital.
- Ensure robust financial controls, delegated authorities, financial procedures and internal checks are in place and consistently applied.
- Oversee the preparation of the statutory accounts and annual report and act as the executive lead for the year-end process.
- Ensure accurate and timely completion of all statutory financial returns and submissions.
- Lead on procurement strategy, tendering, contract oversight and value for money across the Trust.
- Oversee insurance arrangements and ensure appropriate financial protection is in place across the organisation.
- Ensure that financial systems, processes and reporting arrangements remain fit for purpose, scalable and efficient.

### **3. Risk management and assurance**

- Lead the Trust's strategic approach to risk management, ensuring that the organisation maintains an effective risk management framework.
- Oversee the preparation, review and quality of Trust-wide and academy-level risk registers, working with executive and operational leaders to identify, mitigate and monitor key risks.
- Ensure that risks beyond agreed tolerance are escalated appropriately through executive and governance channels.
- Ensure fraud protection and detection systems are in place.
- Lead on business continuity and financial resilience planning in conjunction with other senior leaders.
- Oversee the Trust's internal assurance arrangements and ensure that recommendations are translated into clear improvement actions.
- Act as executive lead for external audit in relation to finance and wider assurance matters as appropriate.
- Support trustees and committees to discharge their responsibilities in relation to financial oversight, audit and risk.

#### **4. Payroll and pensions oversight**

- Provide executive oversight of payroll across the Trust, ensuring strong controls, accurate processing, timely reconciliation and effective assurance.
- Ensure that payroll arrangements support compliance with contractual, statutory and pension obligations.
- Oversee the Trust's arrangements in relation to Teachers' Pensions, the Local Government Pension Scheme and associated employer responsibilities.
- Work closely with HR colleagues to ensure payroll data, establishment control and staffing affordability are aligned.
- Ensure regular review of payroll systems, processes and provider performance.

#### **5. Legal and compliance**

- Provide strategic oversight of legal matters relating to the Trust's finance, contracts, commercial arrangements, growth activity and corporate obligations.
- Work with legal advisers, the CEO and colleagues to ensure that legal risk is identified early and managed effectively.
- Ensure compliance with the Academy Trust Handbook, Companies Act, charity law, DfE requirements, HMRC requirements, procurement obligations and other relevant statutory duties.
- Oversee the review and maintenance of finance-related policies, procedures and delegated authorities.
- Attend Board and committee meetings as required, presenting clear reports and professional advice to support sound decision-making.

#### **6. Academy growth, due diligence and onboarding**

- Provide strategic oversight of legal matters relating to the Trust's finance, contracts, commercial arrangements, growth activity and corporate obligations.
- Work with legal advisers, the CEO and colleagues to ensure that legal risk is identified early and managed effectively.
- Ensure compliance with the Academy Trust Handbook, Companies Act, charity law, DfE requirements, HMRC requirements, procurement obligations and other relevant statutory duties.
- Oversee the review and maintenance of finance-related policies, procedures and delegated authorities.
- Attend Board and committee meetings as required, presenting clear reports and professional advice to support sound decision-making.

#### **7. Leadership and people management**

- Lead, develop and performance-manage the Trust's finance function and any other teams within the postholder's remit.
- Ensure that team structures, capacity and capability are aligned to current priorities and future growth.
- Build a high-performing culture characterised by professionalism, service, accountability and continuous improvement.
- Develop succession planning and professional development across the finance function.
- Work collaboratively as a member of the Executive Team, contributing to wider organisational strategy, culture and leadership.

#### **8. Wider executive contribution**

- Contribute fully to executive leadership across Three Spires Trust.
- Model the Trust's values and help shape a culture of integrity, clarity, collaboration and high expectations.
- Support the CEO and trustees on major organisational change, business cases and strategic decision-making.
- Represent the Trust positively in external forums, professional networks and stakeholder engagement as required.
- Undertake any other duties commensurate with the seniority of the post.

## **Operational Responsibilities**

- To support and uphold Trust policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate.

*Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

Criteria	Essential / Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Significant senior or executive financial leadership experience in a complex organisation.</li> <li>• Proven experience of leading strategic financial planning, budget setting and multi-year forecasting.</li> <li>• Experience of overseeing robust financial controls, statutory reporting and year-end processes.</li> <li>• Experience of leading or overseeing internal and external audit activity.</li> <li>• Experience of organisational risk management, including risk registers and mitigation planning.</li> <li>• Experience of leading and developing high-performing teams.</li> <li>• Experience of advising senior leaders, boards or trustees.</li> <li>• Experience of payroll oversight and assurance in a complex employment setting.</li> <li>• Experience of procurement, contract management and securing value for money.</li> <li>• Experience of leading complex projects or organisational change.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of academy conversion, onboarding, trust growth or merger activity.</li> <li>• Experience within a multi-academy trust or the wider education sector.</li> <li>• Experience of working with legal advisers on commercial, contractual or organisational matters.</li> <li>• Experience of pensions oversight, including TPS and LGPS.</li> <li>• Experience of financial recovery planning, organisational redesign or efficiency programmes.</li> </ul>	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Recognised professional accountancy qualification such as ACA, ACCA, CIMA or CIPFA or equivalent experience.</li> <li>• Degree-level qualification or equivalent professional experience.</li> <li>• Evidence of relevant continuing professional development.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Further leadership or management qualification.</li> <li>• Evidence of continuing development in academy finance, risk governance or organisational leadership</li> </ul>	Desirable
<b>Knowledge and understanding</b>	
<ul style="list-style-type: none"> <li>• Strong knowledge of financial strategy, management accounting, budgeting and forecasting.</li> <li>• Strong understanding of audit, assurance, internal control and risk management.</li> <li>• Detailed knowledge of the Academy Trust Handbook and academy trust financial regulation.</li> <li>• Sound understanding of regulatory and statutory compliance in publicly funded or charitable organisations.</li> <li>• Understanding of procurement, contract management and value-for-money principles.</li> <li>• Understanding of the role of governance and the relationship between executive leaders and trustees.</li> <li>• Understanding of safeguarding responsibilities within an education setting.</li> <li>• Knowledge of UK financial reporting standards.</li> <li>• Knowledge of financial systems used within the academy sector.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge of company and charity law as it applies to academy trusts.</li> <li>• Understanding of academy funding and financial regulations.</li> <li>• Knowledge of payroll governance, pensions and associated control requirements.</li> <li>• Knowledge of DfE growth and conversion processes.</li> </ul>	Desirable

<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>• Strong strategic thinking and the ability to translate vision into sustainable financial plans.</li> <li>• Excellent analytical skills, with the ability to interpret complex information and provide sound professional advice.</li> <li>• Ability to present financial and risk information clearly to non-financial audiences.</li> <li>• Strong written communication skills, including the production of high-quality board papers and reports.</li> <li>• Strong influencing, negotiation and stakeholder management skills.</li> <li>• Ability to lead change with clarity, pace and sound judgement.</li> <li>• Ability to work collaboratively at executive level while providing constructive challenge.</li> <li>• Strong organisational skills and the ability to manage competing priorities effectively.</li> <li>• High level of discretion and ability to handle confidential and sensitive matters appropriately.</li> </ul>	
<ul style="list-style-type: none"> <li>• Strong digital literacy and an interest in improving systems, reporting and workflow through technology.</li> <li>• Ability to contribute to wider organisational design and growth planning.</li> </ul>	Desirable
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>• Models servant leadership with integrity and humanity, leading by example through service to others.</li> <li>• Calm, measured and resilient under pressure.</li> <li>• Values-driven and committed to public service.</li> <li>• Collaborative leadership style with the confidence to challenge appropriately.</li> <li>• Solution-focused, pragmatic and improvement-oriented.</li> <li>• Commitment to the mission, values and ambitions of Three Spires Trust.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Innovative and forward-thinking, with an eye for system improvement and organisational development.</li> </ul>	Desirable

# Recruitment Timeline

Date	Action
27 <sup>th</sup> April 2026	Recruitment campaign live
26 <sup>th</sup> May 2026	Closing date at midnight
W/c 8th June 2026	Interviews
September 2026	Start date

*Three Spires Trust and all its academies are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including; an enhanced DBS; Prohibition check; Section 128 direction check; Childcare Disqualification (where applicable); qualifications (where applicable).*