

RECRUITMENT PACK

Chief Financial Officer

Our Vision is to offer the best education and experience so that every child is supported to achieve their full potential.

A MESSAGE FROM OUR CHIEF EXECUTIVE

Thank you for your interest in joining Broad Horizons Education Trust as our Chief Financial Officer.

This is an exciting time to join us. Over recent years we have worked hard to strengthen our financial position and put firmer foundations beneath the Trust, through difficult decisions and a huge collective effort. We are now looking firmly ahead: thinking about how we use those foundations to make Broad Horizons even stronger as we move towards our Utopia.

Good financial stewardship isn't simply about spending less. It is about making deliberate choices and ensuring every pound we spend has the greatest possible impact for our children. That is why I see this as far more than a technical finance role: our CFO will be a key member of our Executive Team, bringing expertise and judgement to the big conversations about our future.

I am looking for someone who enjoys working with people, who will build relationships with me, senior leaders, Headteachers and Trustees, providing thoughtful challenge and finding solutions together. If that sounds like the opportunity for you, I would be delighted to hear from you.



Owen Jenkins

Chief Executive Officer



A MESSAGE FROM OUR CHAIR OF THE TRUST BOARD



Thank you for considering the opportunity to become Chief Financial Officer at Broad Horizons Education Trust.

As Trustees, one of our most important responsibilities is ensuring the Trust is financially sustainable, well governed and able to use its resources effectively in the interests of the children and communities we serve. Broad Horizons has made significant progress in recent years: our financial position has strengthened and we have established much firmer foundations for the future. The Board is determined that we maintain that discipline while looking ahead with confidence and ambition.

Our next CFO will be central to this. We need high-quality financial information and assurance, but we are also looking for a senior leader who can think strategically, provide constructive challenge and help us make the best long-term choices for the Trust.

You will join an ambitious and supportive Board and Executive Team at an important point in the Trust's journey. I hope you will consider becoming part of what we are building.



Chris Snudden

Chair of the Trust Board

OUR UTOPIA

At Broad Horizons Education Trust, we are ambitious for our future. Our Utopia is not a set of targets but a narration that will form our guiding North Star so that we strive to continuously improve. In the near future, all of our schools will have outcomes that are better than national averages. All of our schools will have a balanced budget and, as a Trust, we will be investing in the future. All staff will feel empowered to achieve their high aspirations for all of their students.

They will feel accountable, but supported, as they take decisions. Each of our schools will be recognised by external regulators as exemplars and people will look to us to understand what success is. Parents will want to send their children to our schools and students will be proud when they tell others where they go to school. Staff will want to work at our schools and they will want to stay as they develop. Staff and students will find joy in their time at our schools and will look forward to being there, each and every day, as they forge friendships for life.

CONTINUOUS IMPROVEMENT WITH KINDNESS

Continuous improvement is our Trust's heartbeat. Every school, every leader, and every classroom should improve year on year. The concept of a Utopia was chosen on purpose. A Utopia holds the concept of perfection. But we know that education is one of the hardest jobs, because it is never done. There is always more to learn, both for our students and ourselves. However if we don't hold onto that sense of ambition, then complacency will set in and we will not achieve our vision. Therefore we must not feel disheartened by the need to continuously improve and instead we must recognise the reward as we do.

To look after each other as we constantly improve, we will hold kindness as a mantra recognising that we are all human. We will not shy away from areas for improvement and having difficult conversations, but we will always act collaboratively and compassionately.

OUR SCHOOLS

18

schools across Norfolk

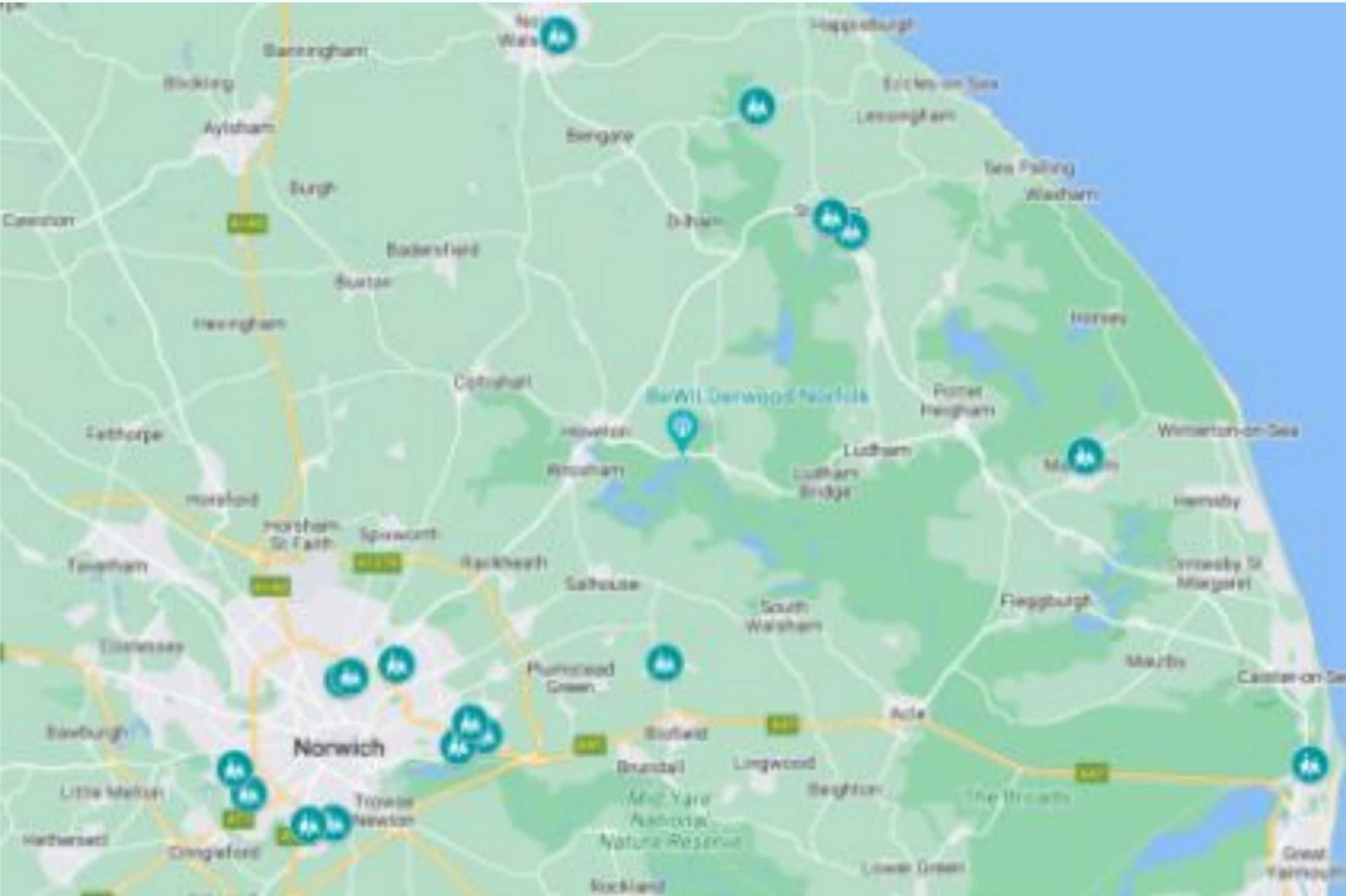
7,500

children and young people

1,200

people employed

- Bluebell Primary School
- Bure Park Specialist Academy
- Dussindale Primary School
- East Ruston Infant School
- Eaton Hall Specialist Academy
- Edith Cavell Academy and Nursery
- Hemblington Primary School
- Hillside Avenue Primary School
- Martham Academy and Nursery
- North Walsham Infant School
- North Walsham Junior School
- St Clements Hill Primary Academy
- Sewell Park Academy
- Sprowston Community Academy
- Stalham Infant School
- Stalham Academy
- Thorpe St Andrew School and Sixth Form
- Tuckswood Academy



THE ROLE

Chief Financial Officer

SALARY £80,298 to £89,582 FTE based on experience (band O)	HOURS Full time, part time considered	REPORTS TO Chief Executive Officer
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Purpose of the role

The Chief Financial Officer is a senior executive leader of the Trust, responsible for strategic financial leadership and ensuring the Trust's resources are used effectively to deliver the best possible outcomes for children and young people. The CFO ensures financial strategy is closely aligned with educational priorities and that the Trust maintains the financial strength, resilience and capacity required to achieve its long-term ambitions.

As principal financial adviser to the CEO and Board of Trustees, the CFO provides clear, independent, evidence-based advice and challenge, supporting the Accounting Officer and Trustees in fulfilling their responsibilities under the Academy Trust Handbook. The CFO leads the Trust's finance function, combining strong financial control with effective business partnering across all schools.

Leadership, strategy and control

Executive and strategic leadership

- Sit on the Executive Team, shaping Trust strategy and taking collective responsibility for organisational performance.
- Align financial strategy with educational priorities so resources reach the areas with the greatest impact on pupils.
- Act as principal financial adviser to the CEO, Board of Trustees and senior leaders, providing independent, evidence based challenge.
- Build trusted relationships with Headteachers, promoting financial management as an enabler of educational improvement.

Financial management, reporting and control

- Ensure robust systems of financial management, control and assurance across the Trust.
- Produce timely, accurate management accounts and forecasts that help leaders spot risk early.
- Maintain clear schemes of delegation and budgetary accountability for every budget holder.
- Guard against fraud, irregularity and conflicts of interest, escalating concerns where needed.

Financial strategy and sustainability

- Develop and maintain a medium and long term financial strategy that secures the Trust's ongoing sustainability.
- Lead annual and multi year budget planning, forecasting and modelling across pupil numbers, funding, workforce and capital.
- Maintain an appropriate reserves strategy and effective cash flow and liquidity management.
- Lead treasury, banking and investment arrangements in line with Trust policy and regulation.

Statutory, regulatory and audit

- Ensure compliance with the Academy Trust Handbook, funding agreements, Companies Act and Charities SORP.
- Lead preparation of the Trust's annual financial statements and statutory returns.
- Lead the relationship with external auditors and the Audit and Risk Committee's programme of internal scrutiny.
- Ensure appropriate arrangements for VAT, corporation tax and other Trust taxation matters.

Delivery, growth and resilience

Leadership of the finance function and workforce planning

- Lead, develop and support finance staff, building a culture of high expectations and continuous improvement.
- Ensure the finance function has the structure, capacity and succession to meet the Trust's changing needs.
- Work with HR and educational leaders so workforce planning, staffing structures and pay awards remain financially sustainable.

Funding, income and growth

- Maintain detailed understanding of academy funding and advise on the implications of policy change.
- Maximise legitimate funding opportunities and manage non-grant income, trading activity and bids.
- Lead financial due diligence for potential academy transfers, mergers and Trust growth, and support new schools joining.

Procurement, commercial and capital

- Lead the Trust's procurement strategy, securing value for money within relevant legislation.
- Provide commercial advice and due diligence on major contracts, leases and other commitments.
- Lead financial planning for capital projects, advising on affordability and risk of major commitments.

Risk, systems and continuous improvement

- Maintain a Trust-wide risk register and business continuity plans, with appropriate insurance cover in place.
- Ensure financial and operational risks are identified, owned and reported to the Audit and Risk Committee.
- Keep financial systems secure and proportionate, using data and automation to reduce bureaucracy.

What we're looking for

Qualifications and experience

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent), with evidence of continuing professional development.
- Significant senior financial leadership experience within a complex organisation.
- Experience developing financial strategy and leading high-performing finance teams.
- Experience advising Boards or senior executives, using financial information to shape strategic decisions.
- Academy trust, education or public sector experience is advantageous, but not essential.

Knowledge and skills

- Strong strategic and commercial financial acumen, able to translate complex information for non-financial audiences.
- Excellent analytical skills, professional judgement and understanding of risk, assurance and governance.
- Strong leadership and people-management skills, with excellent communication and influencing ability.
- Comfortable using data, benchmarking and technology to drive continuous improvement.

Leadership behaviours

- Thinks strategically while staying grounded in operational reality.
- Collaborative, building trusted relationships and providing constructive challenge.
- Comfortable with complexity, ambiguity and competing priorities.
- Committed to continuous improvement and developing others.
- Believes financial sustainability and educational improvement reinforce each other.

WHY JOIN BROAD HORIZONS

We believe education has the power to change lives. Across our schools and central team, we work together with a shared ambition, to give every child the best possible education and experience, whatever their starting point.

Work with purpose

Whatever your role, the work you do ultimately improves the lives and future opportunities of children and young people, using your expertise to help schools and their people thrive.

Be part of something ambitious

Our Utopia describes the Trust we want to become. We have made significant progress, and joining Broad Horizons means helping shape that future rather than simply inheriting it.

Collaboration with kindness

We value professional expertise, different perspectives and thoughtful challenge, and want Broad Horizons to be a place where people enjoy working together and feel valued.

Grow and make your mark

We encourage professional development and give colleagues genuine responsibility. Senior leaders have real opportunity to influence and shape the future of the whole organisation.

STAFF BENEFITS AND WELLBEING

Alongside work that makes a genuine difference to children and young people, we offer a strong package of benefits designed to support your financial wellbeing, health and work-life balance.

Defined benefit pension

Eligible to join the Local Government Pension Scheme, a valuable career-average defined benefit pension with Trust contributions.

Health and wellbeing support

Confidential counselling, a GP helpline, physiotherapy, and specialist support for cancer, bereavement and menopause through our SAS wellbeing service.

Cycle to work

A new bicycle and safety equipment through salary sacrifice, generating savings on Income Tax and National Insurance.

Home and technology

Spread the cost of laptops, phones and home technology through manageable salary deductions.

Professional development

Support to develop your expertise, learn from colleagues across the Trust and take on new opportunities.

Generous holiday

A generous annual leave entitlement alongside public holidays, to help you maintain a healthy work-life balance.

HOW TO APPLY

The closing date for applications is **24 September 2026 at 5pm** . Interviews will take place on **1 October 2026** . We reserve the right to close the application window early, so the advert and interview dates may be subject to change.

For an informal, confidential discussion about this role, please email owen.jenkins@bhetrust.co.uk

Broad Horizons Education Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks where applicable.