



Chief Financial Officer (CFO) – Job Description	
Reports to:	Chief Executive Officer (CEO)
Contract:	Permanent, 2 days per week (0.4 FTE), term time plus 4 weeks (43 working weeks per year)

### Job Purpose

- The prime purpose of the Chief Financial Officer (CFO) is to facilitate the best possible educational provision and outcomes by successfully removing any non-academic barriers to achieving Trust goals.
- The CFO is integral to the delivery of the Trust's strategic aims and will play a key role as a member of the Trust Leadership Team, providing dynamic leadership, strong management and clear direction across all non-academic services for the Trust.
- This CFO will take responsibility for ensuring financial compliance with statutory and legal requirements, as well as being responsible for financial management and reporting across the Trust, its schools and subsidiary company.
- The CFO will strive for operational excellence on the part of every member of the Trust Finance Team, ensuring that: their support functions are well managed on a day to-day basis; systems and processes are rigorous, staff work as one team towards a common purpose and are effectively and efficiently deployed, and perform to the highest standards.

### Key Responsibilities

#### Strategic Leadership

- Deputise for the CEO in any aspect of work that does require a financial background.
- Represent the Trust Finance Team at Trust Leadership level, the Trustees and external bodies where appropriate.
- Provide advice to the CEO and Trustees in all aspects of the Trust's financial operations.
- Devise and implement the strategy for the Trust Finance Team, including staff structures, administrative functions, processes, procedures and performance measures.
- Directly line manage the Finance Manager and have indirect line management responsibility for all staff in the Finance team.
- Deliver effective change management.

#### Service Delivery

- Lead on the Trust's risk management processes, including identifying strategic, operational and financial risks, overseeing steps to mitigate and manage those risks, the coordination of the Trust's Risk Register and reporting to the CEO, Headteachers and Trustees
- Evaluate business, operational and financial systems. Analyse and resolve complex issues and provide alternative solutions and process improvement plans as needed.
- Conduct financial due diligence on any schools joining the Trust and report to the CEO and Trustees with recommendations.

## **Finance**

- Provide strategic leadership, direction and management in Finance, ensuring high standards and the development of systems appropriate to the Trust.
- Be responsible for the Trust's Annual Budget and 3-year financial plan, considering DfE and relevant Government guidelines and using effective financial budget modelling and benchmarking to support strong decision making.
- Quality assure individual school budgets and monitor performance.
- Lead on the development and operation of Finance policies and procedures and the Scheme of Delegation. Ensure compliance within the schools.
- Maximise grant funding for Capital and other projects and ensure that funding is appropriately used.
- Manage the Trust's investments to ensure the best financial return in a compliant manner.
- Maximise sustainable income generation across the Trust and schools, including grants, sponsorship, donations, fundraising and Lettings
- Ensure the external audit process is completed effectively to ensure annual accounts are presented and adequately supported by the underlying records of each school
- Ensure an effective system of internal control and audit in liaison with the Board of Trustees.
- Ensure the Trust complies with the Academy Trust Handbook, Companies Act and the Statement of Recommended Practices of the Charities Commission.
- Ensure follow up on recommendations of Internal and External Audits.
- Ensure returns to the ESFA and other funding agencies are completed correctly and on time.
- Manage and oversee assets and maintain a fixed asset register.
- Ensure the Trust has the correct insurance cover.

## **Procurement & Contract Management**

- Ensure all contracting and procurement activities are fully compliant with public sector legislation and regulatory requirements.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Manage the Trust's procurement activities and ensure they remained aligned with Trust's vision and values. Key activities will include; procurement strategy development, leading negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking.
- Manage certain contracts across the Trust and provide oversight and guidance to ensure delegated contracts are managed effectively.
- Take responsibility for delivery of Trust wide capital projects.

## **General**

- To participate in the performance management and development review process, taking personal responsibility for identifying learning, development and training opportunities, in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- To share in the Trust's commitment to safeguarding and promoting the welfare of children, including understanding and adhering to the Safeguarding and Child Protection Policy.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out other appropriate duties within the context of the job, skills and grade.

## Person Specification

<b>Qualifications and Professional Development</b>	<b>Desired</b>	<b>Essential</b>
A qualified accountant		*
Business or accountancy qualifications		*
Degree or equivalent level qualification	*	
Evidence of ongoing professional development		*
<b>Knowledge, Skills and Competencies</b>		
Knowledge of accounting standards within the sector	*	
Strong leadership and management skills		*
Up to date knowledge and understanding of issues, legislation and guidance affecting academies		*
Strong commercial awareness		*
Strong ICT skills		*
<b>Experience</b>		
Strong track record of successful financial leadership at a senior level – minimum 5 years		*
Experience of leading finance in a multi-site operation	*	
Experience of a senior level finance role within the education sector	*	
Experience of leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners		*
Experience of management of major change initiatives		*
Successful senior leader with experience of delivering improved achievement and school improvement	*	
<b>Behaviour and Other Related Characteristics</b>		
Open-minded and receptive to new ideas, approaches and challenges		*
Places high priority on effective team working		*
Prioritise and manage own time effectively		*
Work under pressure and to deadlines		*
Eager to achieve challenging professional goals		*
Take responsibility for their own professional development		*
Identify with the NET vision and values		*
Able to engage and communicate effectively with a range of stakeholders, modifying style as appropriate to the audience.		*
Able to lead, develop and motivate direct and indirect reports		*