

St Barnabas Multi Academy Trust

Chief Finance & Operations Officer Job Description

Title	Chief Finance & Operations Officer (CFOO)
Salary	N1 - N6
Responsible to;	CEO
Responsible for;	Finance Manager, People Manager, Estates Manager, Marketing & Communication officer, Trust IT Support
Purpose	<p>As a member of the Trust's executive leadership team, the CFOO is responsible for the strategic leadership and management of all non-academic operations with a focus on ambition and high performance, including the effective management of change.</p> <p>The CFOO will ensure that the Trust's resources are used effectively to support outstanding educational outcomes for all pupils.</p>
Main purpose of the role	<p>To work in partnership with the CEO (Accounting Officer) to contribute to strategic leadership and management of the operations of the Trust, ensuring best value and enhancing effectiveness in finance and operations leading to improved standards of achievement.</p> <p>The CFOO supports the Board of Trustees, advising on the strategic direction and leadership of all finance and operational aspects of the Trust and its Schools, including budgeting and financial management, HR, estates management and IT.</p> <p>The CFOO ensures the Trust complies with the appropriate legislation and reporting requirements in all financial and operational areas. They ensure the Academy Trust is aware of its obligations under the Master Funding Agreement, Articles of Association and Academy Trust Handbook.</p>
Duties	<p>Main Duties and Responsibilities</p> <p>1. Strategy and change management</p> <ul style="list-style-type: none"> Support the CEO in the preparation and monitoring of annual and medium term business plans including key performance indicators. Lead on effective risk management of operations and financial matters. Contribute to the overall strategic leadership of the Trust, modelling its Christian vision and values

- Assume accountability for ensuring adherence to regulatory requirements and financial reporting standards and submissions.
- Promote a culture of sustainable, compliant, evidence-based financial and operational planning.
- Lead the monitoring, oversight and ongoing development of financial and operational performance of the Trust, ensuring key strategic decisions are taken with a full understanding of financial and operational implications.
- Support the Trust's strategic growth plan, leading on due diligence and onboarding activity.

2. Financial management

- As Chief Financial Officer, oversee the financial management of the Trust, including through effective systems of budgetary setting, monitoring and risk management, ensuring all schools and services are performing optimally.
- Ensure compliance with financial regulatory requirements (including DfE, company and charity law and HMRC), scheme of delegation and internal policies.
- Ensure the development of finance policies that underpin sustainable long-term financial health and robust assurance.
- Use evidence-based assumptions to support the budget planning process and the allocation of resources.
- Lead on the delivery of internal and external audits.
- Direct the preparation of the statutory accounts, in conjunction with the Trust Finance Manager.
- Ensure an effective and accurate payroll process and lead on pensions activity and requirements for the Trust.
- Lead on effective and proactive financial performance monitoring, interpreting monthly management accounts strategically, reporting to trustees, CEO and SLT and leading on identifying and implementing appropriate control measures.
- Oversee, prepare and monitor the central services budget.
- Use cash flow information to inform risk management and financial decision-making processes.
- Oversee the capital investment strategy, including development of applications for non-core funding.
- Maintain an effective Finance, Audit and Risk Management Committee, in line with the terms of reference.

3. Resource management

- Continue to ensure an appropriate and proportionate level and effective utilisation of reserves, in line with the Trust policy.
- Create a culture of resource optimisation, promoting and embedding a culture founded on directing resources in line with the Trust Strategy.
- Obtain best value by leading and monitoring a procurement strategy and activities, overseeing the contract award process.

	<ul style="list-style-type: none"> ● Manage service contracts including maintaining the contracts register, renewal scheduling, leading on quality and change control and exit strategies. ● Maximise income opportunities including the development of bid submissions and assessing return on investment (ROI). <p>4. Operations Management</p> <ul style="list-style-type: none"> ● Working with the relevant central leads oversee the operational functions and systems of the Trust, including: <ul style="list-style-type: none"> ○ Human resources: oversee the development of a People Strategy for the Trust to include the strategic emphasis on professional learning. Working with the People Manager to establish, deliver and report on the impact of an effective HR operational plan for the Trust ○ Digital technology: continue to deliver the Trust's vision for digital amplification, developing, reporting and refining operational plans to ensure maximum effectiveness and resource utilisation. ○ Estate management: oversee the ongoing delivery against the Estates Strategy and asset management plan, ensuring the effective management of the estate and best use of available funds. ○ Compliance and data protection: ensure compliance with legislative and policy requirements including those relating to health and safety. ○ Marketing and communications: oversee effective and proactive communications strategies for the Trust and schools. ● Ensure that operational strategies align with the Trust's overall strategic objectives. ● Develop and implement policies and systems to ensure efficient and effective operations and assurances across the Trust. ● Lead on the development and implementation of sustainability initiatives, incorporating them into the general operation of the Trust. ● Inform the Trust's risk management process and Risk Register, including through the identification and mitigation of risk in financial and operational areas. Ensure appropriate levels of insurance are in place for all areas of Trust operations 	
	<p>Essential</p> <ul style="list-style-type: none"> ● Substantial experience in a senior financial and/or operational leadership role ● Leading and managing multidisciplinary teams 	<p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working within education/trust setting ● Experience of estates/facilities, HR, or IT management ● Knowledge of managing procurement and contracts

	<ul style="list-style-type: none"> • Budget setting, financial planning, and statutory financial reporting • Experience in risk management, compliance, and audit • Experience in preparation and presentation of management accounts 	<ul style="list-style-type: none"> • Experience of working with external auditors and agencies. • Understanding of STPCD terms and conditions
Education, skills and Training	<ul style="list-style-type: none"> • A relevant accountancy qualification (e.g. ACA, ACCA, CIPFA, CIMA) • Strong knowledge of financial management, audit, and reporting requirements • Excellent IT skills including Google and the use of cloud technology • Excellent communication and interpersonal skills, with the ability to present complex information clearly • Proactive, solution-focused approach to problem solving • Good analytical skills with sound judgement 	<ul style="list-style-type: none"> • Working knowledge of education sector finance and budgeting products • Knowledge of Academy Trust Handbook and financial regulations • Knowledge of safeguarding and safer recruitment requirements
Personal Qualities	<ul style="list-style-type: none"> • A forward-thinking approach with a commitment to driving efficiency, cost-effectiveness, and quality improvements across the Trust. • Commitment to uphold the ethos and values of the Trust and work in accordance with its underpinning Christian foundation • Ability to persuade, motivate, negotiate and influence • Ability to influence strategic decision making – effectively engaging in conversations with an appropriate balance 	

	<p>between challenge and support</p> <ul style="list-style-type: none">● Commitment to act as a supportive colleague and an effective ambassador for the Trust● Resilience and flexibility to adapt to the dynamic educational landscape● Ability to travel to sites across the Trust, and wider● Demonstrate commitment to ongoing professional development and willingness to undertake appropriate training	
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