



# synergy

MULTI-ACADEMY TRUST



APPLICATION PACK

# About Synergy

## Multi Academy Trust

Synergy Multi Academy Trust is a family of schools spread throughout beautiful Norfolk, serving children and families from ages 2 to 18. The Trust currently comprises a combination of Infant, Junior, Primary and Secondary schools, including two sixth forms and an all through school. Attached to two of these schools we have Resource Bases. Our growth strategy includes additional SRB provision. All our schools are rated Good by Ofsted.



STRONGER  
TOGETHER



Antingham and Southrepps Primary  
School and Nursery

Astley Primary School

Bawdeswell Primary School

Cromer Junior School

Fakenham Infant and Nursery School

Fakenham Junior School

Foulsham Primary School

Gresham Village Primary School & Nursery

Litcham School

Mattishall Primary School

Reepham Primary and Nursery School

Reepham High School and College

Sheringham High School and Sixth Form

Stalham High School

# CEO

## Welcome

Thank you for your interest in the Chief Financial Officer position at Synergy Multi-Academy Trust. I am delighted that you are considering joining our team at such a pivotal time in our journey.

Synergy MAT is a forward-thinking and values-driven trust, committed to delivering exceptional educational outcomes across our family of schools.



Alastair Ogle  
Chief Executive Officer

As CFO, you would be an integral part of our Executive Team playing a critical role in shaping the financial strategy and growth of the Trust, ensuring that our resources are aligned with our mission to provide high-quality education for every child.

Like many schools and trusts we are facing unprecedented financial challenges and are working closely with, and getting support from, the DfE. Our positive relationship with them and the success we are having in addressing this is something we are committed to continuing

The successful candidate will line manage our Head of Estates and Operations and lead on all financial systems, training, and statutory reporting.

This is a unique opportunity to join a collaborative and ambitious leadership team, where your expertise will directly influence strategic decision-making, operational efficiency, and long-term growth.

We are looking for a leader who combines strong financial acumen with a passion for education and a commitment to public service.

If you share our values and are excited by the opportunity to make a lasting impact, we warmly encourage you to explore the candidate pack and submit your application. Should you have any questions or wish to discuss the role further, please do not hesitate to get in touch and / or look at our website:  
<https://www.synergymat.org.uk>

For a confidential conversation with myself, please contact Victoria Cornell; [ceo@synergymat.co.uk](mailto:ceo@synergymat.co.uk)

We look forward to learning more about you and the experience you could bring to Synergy Multi Academy Trust.

A stylized, handwritten signature in black ink, appearing to read 'Alastair Ogle'. The signature is fluid and cursive, with a long, sweeping underline.

Alastair Ogle  
Chief Executive Officer



## Synergy

"the interaction or cooperation of two or more organisations, substances, or other agents to produce a combined effect greater than the sum of their separate effect"

### Our Vision

Stronger Together, Shaping futures through knowledge, aspiration and courage.

### Our Values

Synergy Multi-Academy Trust's core values are not just statements-they are lived experiences.

Through strategic planning, inclusive practices, and a commitment to excellence, Synergy MAT continues to transform lives and shape futures. The Trust's belief that "Stronger Together" is evident in its collaborative spirit and unwavering dedication to every learner and educator within its community.

**Inclusive Collaborative Ambitious**

# Our Vision & Values

Our Values are not just words, they are what we all believe in and implement in our daily work:

## Inclusive

We believe in a holistic approach to supporting staff, children and families. We have two Specialist Resource Bases within our family and are working closely with Norfolk County Council to extend the support we provide for children across Norfolk by providing additional similar resources.



## Collaborative

True collaboration is enabled through a culture of sharing, mutual challenge, respect and the sharing of expertise, knowledge and experiences. Our Headteachers liaise regularly and meet formally every half term. Secondary subject groups, SENDCOs and other subject specialists from across our school share resources and information, providing mutual support.

## Ambitious

Ambitious for Synergy Multi Academy Trust means developing an unrelenting positive approach to every child we support and their families. It means believing that every child (and staff member) can achieve more than even they think is possible.





- Strengthen **leadership capacity** and effectiveness at executive and school levels through structured development and collaborative practices
- Enhance **governance effectiveness** at both board and LGB level, strengthening collaboration between the two to support and scrutinise the Executive and improve educational outcomes
- Develop the workforce to **retain and grow the best talent**
- **Implement high-quality, knowledge-rich curricula** across all schools, with priority focus on further developing secondary phase, to drive student achievement and underpin continuous and robust school improvement
- Develop **teaching practice** to achieve outstanding outcomes for all our students by delivering education that is both high-quality and inclusive
- Develop a **consistent, high-quality SEND provision** across all schools to improve outcomes and experiences for students with additional needs
- Restore **financial sustainability** through delivery of the recovery plan while building robust financial systems for long-term stability
- **Ensure cost-effective management of estates and IT infrastructure** to maintain safe, compliant, and future-ready learning environments
- **Strong collaboration and communication** with all key strategic partners and stakeholders inc employees



## Synergy Multi Academy Trust Central Team Structure

### **CEO**

Accounting Officer  
Alastair Ogle

### **Deputy CEO**

Richard Lord

### **Chief Financial Officer**

Vacancy

### **Director of People and HR**

James Claxton

### **Head of Estates & Operations**

Mark Thorogood

### **Head of IT Systems & Services**

Andy White

# Role Description

Job Title

Chief Financial Officer (CFO)

Responsible to

Chief Executive Officer (CEO)

Responsible for

Finance Team

Terms and Conditions

Support Staff

Full Time or Part Time by negotiation

Salary

Scale O

£77,731 - £86,717

30 days annual leave

Flexible working arrangements



## Core Responsibilities

The CFO will be responsible for the financial management and sustainability of the Trust and for the financial probity of this publicly-funded Multi-Academy Trust. The post holder will be responsible for providing leadership and management to the Trust's finance function and will enable the Trust to deliver its educational aims and objectives. The role will lead the finance team on a day-to-day and strategic basis to provide both technical and leadership functions in respect of the proper management of public funds managed by the Trust and its academies.

The CFO will also have a key role in supporting the CEO in their role as the Trust's Accounting Officer, in line with the Academy Trust Handbook.

Key responsibilities include:

- ♦ Strategic financial leadership
- ♦ Financial management and control
- ♦ Preparing and monitoring budgets and delivering annual accounts
- ♦ All required financial reporting
- ♦ Line management of the Central Finance Team
- ♦ Line management of the Head of Estates and Operations
- ♦ Participation in relevant Executive Team and Trust Board meetings, ensuring that the CEO, Executive Team, Trustees, Principals and Governors are fully informed, as required.





The duties and responsibilities listed below are indicative of the tasks the CFO of Synergy Multi-Academy Trust will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

### **Strategic financial leadership**

The CFO will be accountable for supporting the Trust's strategic development and aims through effective financial planning and management, in line with regulations and the Academy Trust Handbook.

The CFO will:

- Advise the CEO, Trust Board and other Trust leaders on all matters relating to financial strategy and management.
- Provide finance support to the Chief Executive in the discharge of his/her formal and statutory responsibilities as Accounting Officer for the Trust. Act as lead contact with the DFE for all matters relating to the funding of the Trust and its academies.
- Contribute to the development and implementation of the Trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance.
- Lead on the Trust's risk management processes, including identifying strategic, operational and financial risks, overseeing steps to mitigate these risks, and the co-ordination of the Trust's Risk Register.
- Develop, implement, monitor and take responsibility for the Trust's Annual Budget and 3 Year Plan, using effective financial and budget modelling and benchmarking to support strong decision-making.
- Develop and lead a long-term financial planning process to support the Trust in achieving strategic outcomes.
- Ensure that key strategic decisions are taken with a full understanding of the financial implications and that effective stewardship of public funds is maintained.
- Ensure the Trust and academy decision-making procedures give sufficient weight to financial implications and that the culture supports this.
- As needed, conduct financial due diligence on schools applying to join the Trust and report to the Trust Board and other Trust leaders with recommendations.



## Financial management and control

The CFO will be accountable for maintaining robust financial management of the Trust and its schools.

The CFO will:

- Manage and lead the annual budget process, from planning through to approval, working with other Trust leaders.
- Work with the CEO, Deputy CEOs and Central Service Leads within the Trust to monitor individual academies' budgets in line with school development plans and the Trust's strategic objectives.
- Review, assist where required and challenge the management accounting information, ensuring that Managers are provided with timely, accurate and relevant information, and contribute to the Trust's financial management procedures to ensure they are effective, efficient and compliant with appropriate financial statutory and regulatory requirements.
- Provide accurate and timely information to the Trust Board and other Trust leaders to enable effective budgetary control.
- Develop, implement and monitor the Trust's financial policies and procedures in accordance with the Academy Trust Handbook, enabling robust financial management.
- Take appropriate action to address financial risks, problems and irregularities, including ensuring Headteachers and Heads of School are communicated with on a regular and appropriate basis, given accurate information and clear directives on budgetary spend and cost-saving measures as appropriate.
- Develop and maintain an effective internal audit procedure for the Trust and its academies, including engaging third-party audit reports and making recommendations for improvement. Manage the external audit procedures for the Trust and its schools, as part of the Annual Report & Accounts, and follow up on any recommendations resulting from audits.

# Continuing Professional Development



In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to Finance which may lead to improvements in the provision of the Trust. Undertake any necessary professional development as identified in the Strategic Plan and Operational Plan taking full advantage of any relevant training and development available.



## Qualifications

- Qualified to degree level (desirable)
- Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent) (essential)
- Record of CPD relevant to Leadership/Financial Management (essential)
- Evidence of updating professional skills and knowledge, including training in the area of school / trust / charity finance an advantage (desirable).

## Experience

- A proven track record of successful leadership and management experience, at a senior level (essential)
- (Desirable - within a school/trust/charity setting)
- Experience managing significant financial resources with a knowledge of relevant regulatory frameworks (essential)
- In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies/academy trusts (essential)
- Familiarity with financial processes and procedures, including those related to internal/external audit (essential)
- Demonstrable experience of successful people management and staff development (essential)
- Experience of using and supporting others in the use of financial software packages (essential) (Desirable – working knowledge of Access Finance & Budgets)
- A proven track record of commitment to promoting, implementing and monitoring the wellbeing, professional learning, equal opportunities and diversity for all (desirable).

# Key Skills and Competencies

- High level of IT competence, literacy and numeracy skills (essential)
- Understanding of IMP and or other MAT/Organisational Software systems such as Sage, Hoge etc (desirable)
- Ability to set and monitor budgets, within the given parameters, and inform/be responsible for Risk Management (essential)
- Knowledge of statutory and regulatory accountability frameworks relevant to the role, including the Academy Trust Handbook, Charity Commission Guidance, etc. (essential)
- Sound understanding of school finances and financial management (essential)
- Understanding of school estates/resources management & relevant risk management (desirable)

## Personal Qualities

- The highest level of integrity and sense of moral purpose
- Excellent skills in strategic planning and strategic management of financial resources
- Approachable listener, with excellent interpersonal and 'people management' skills
- A team player who is personable and emotionally intelligent
- Ability to inspire and motivate staff – strong persuasive, influencing and interpersonal skills with the ability to communicate effectively, calmly and confidently
- Ability to present financial information to diverse stakeholders
- Decisiveness and consistency, with a focus on solutions and an ability to make decisions/recommendations based on the analysis of options
- Ability to work autonomously whilst demonstrating loyalty and collaboration, within the wider accountability structure of the Trust
- Capacity to work under pressure to meet deadlines and organisational priorities
- Good organisational skills in order to plan, lead and delegate effectively, valuing the contributions of all
- Flexible with regards to working patterns and evolution of the role
- Resilience and the ability to support the Trust through effective change management
- Commitment to staff's and own personal development
- Demonstrate experience of building strong relationships with stakeholders across the Trust.

# What we can do for you, in return for your commitment to our Trust

- Sector Competitive Salary
- Excellent CPD opportunities
- A fantastic working environment
- The opportunity to make a significant difference to the lives of children
- Full transition and ongoing support as required

Staff Wellbeing and benefits of working with Synergy Multi Academy Trust				
<p>Values driven with a Strong Team Ethos</p> 	<p>Collaboration across all schools to support workload</p>	<p>Full support and induction on arrival</p> 	<p>Teaching School Partnerships</p> 	<p>Free tea and coffee for all staff</p>
<p>Free health checks, flu vaccinations and eye tests (conditions apply)</p> 	<p>Staff social events</p> 	<p>Able Futures Mental Health Support</p> 	<p>Excellent additional support for ECT and ITT programmes</p> 	<p>Staff Surveys (and actions in response!)</p> 
<p>Internal CPD courses to support career progression</p> 	<p>School and Trust Wellbeing groups</p> 	<p>Relational approach</p> 	<p>Additional staff training days and specific programmes: Aspiring Heads, Programme</p>	<p>External CPD and accreditation</p> 

# How to Apply



Deadline for applications:  
Friday 17<sup>th</sup> April

Provisional Interview Dates:  
Monday 27<sup>th</sup> and Tues 28<sup>th</sup> April

Start date:  
September 2026 or earlier by  
negotiation

We reserve the right to interview and appoint  
an exceptional candidate at an earlier stage if  
appropriate.



  
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