



**Severn Bridges**  
Multi-Academy Trust

## **CENTRAL TEAM**

**Chief Finance and Operations  
Officer (CFOO)  
Recruitment Pack**



# Severn Bridges Multi-Academy Trust



## Central Team Chief Finance and Operations Officer (CFOO) Recruitment Pack



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# Central Team

## Chief Finance and Operations Officer (CFOO)

### CEO Welcome



Welcome to the Severn Bridges Multi-Academy Trust.

The Trust began in March 2017 with the ambition to provide the highest possible academic opportunities for children, coupled with developing the all-round skills and talents of our pupils.

The Trust is located in the historic, mediaeval town of Shrewsbury and is formed of four large primary schools: Greenfields, Mount Pleasant, Short Wood and Radbrook Primary schools, and Sundorne Infant School and Nursery and Harlescott Junior School.

It is a great privilege for me to lead the MAT and my overriding aim is to ensure our schools deliver the very best we can for every one of our pupils.

I am proud to lead a dedicated and talented team of staff, trustees and governors, supported by engaged parents and a strong local community. We are united in our mission to provide the best possible outcomes for our pupils. Our commitment to excellence has been recognised by the Trust winning Small MAT of the Year 2025 in the MATA awards and being shortlisted in National Awards in categories recognising our outstanding provision for students with Special Educational Needs and Disabilities (SEND). This is testament to the dedication and effort of our staff in fostering inclusive and supportive learning environments.

This is an excellent opportunity for a detail-oriented professional to work within our collaborative and innovative MAT. We welcome your application and our team would be happy to discuss the role further.

#### Andrew Morris



**Greenfields**  
Primary School



**Harlescott**  
Junior School



**Mount Pleasant**  
Primary School & Nursery



**Radbrook**  
Primary School



**Short Wood**  
Primary School



**Sundorne**  
Infant School & Nursery

# Central Team

## Chief Finance and Operations Officer (CFOO)

### Welcome to our Schools

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life. Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated. As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



# Central Team

## Chief Finance and Operations Officer (CFOO)

### Central Team

**CEO** - Andrew Morris

**Deputy CEO** - Stephanie Peters

**CFO** - Clare Charlesworth Jones

**Trust Business Manager** - Sara Thorpe

**Facilities and Compliance Officer** - James Evans Wilson

**HR Manager** - Rachel Etterley

**Finance Officer** - Janette Griffiths

**MAT Assistant Administrator** - Raj Mann

**Governance Professional** - Raj Mann



# Central Team

## Chief Finance and Operations Officer (CFOO)

### Organisation Chart



**Severn Bridges**  
Multi-Academy Trust

## SEVERN BRIDGES MULTI-ACADEMY TRUST ORGANISATIONAL CHART



**ANDREW MORRIS**  
CEO



**STEPH PETERS**  
Deputy CEO

Education



**ELT ACADEMY HEADS**



**ACADEMY DEPUTIES**

Finance and Operations



**VACANCY-CFOO**

Finance

Operations



**SARA THORPE**  
Trust Business Manager



**RACHEL ETTERLEY**  
HR Manager



**JAMES-EVANS WILSON**  
Facilities & Compliance Officer



**JANETTE GRIFFITHS**  
Finance Officer



**RAJ MANN**  
Governance Professional &  
Central Team Administrator



# Central Team

# Chief Finance and Operations Officer

# (CFOO)

## About the Role

### About Our Trust: Building Connections, Nurturing Success

Severn Bridges Multi-Academy Trust is a growing family of six schools with more than 350 dedicated staff members serving over 2,000 children. We are a stable, high-performing Trust built on the foundations of collaboration, connection, and community.

Much like the historic bridges spanning the River Severn in Shrewsbury, our Trust acts as a vital link between schools, staff, pupils, and families. Guided by our Trust values, we provide a holistic education that ensures every child has the tools to thrive academically, socially, and personally. At Severn Bridges, every voice matters, and we pride ourselves on a deeply embedded ethos of shared learning and mutual support.

### The Role: A Strategic Partner for Excellence

As our Chief Finance and Operations Officer (CFOO), you will be a visionary leader and a vital member of our leadership team. This is not just a role focused on managing departments; you will be a true strategic partner to our Headteachers.

#### Key responsibilities include:

- Strategic Financial Leadership: Ensuring long-term financial sustainability and the well-being of our school communities are at the heart of all operations.
- Leading the alignment of Finance, Risk, Estates, ICT, Compliance, and HR ensuring our central functions empower school leaders to focus on teaching, learning, and nurturing pupils.
- Managing regulated activity, complexity and risk with a focus on long-term sustainability and growth.

### Who We Are Looking For

We are seeking a candidate who balances professional rigour with exceptional interpersonal skills. You will be the right fit if you have:

- Excellent financial management skills
- Proven Leadership. A track record in managing business operations ideally in education or the public sector.
- A Passion for People. The ability to lead high-performing teams.
- Shared Values. An uncompromising belief that every child deserves the very best and a genuine commitment to serving diverse communities.
- A collaborative spirit, a dedication to both your own professional development and that of your colleagues, and a great sense of humour.

### Why Join Us ?

Joining Severn Bridges means joining a friendly, vibrant work environment where your expertise truly matters.

- A Unique Place to Work: The Central Team office is located in the Shrewsbury Flaxmill Maltings, a remarkable piece of the Industrial Revolution restored in an award-winning project.
- Modern office space : Bright office with free parking, secure bike sheds and an on-site Café.
- Excellent access to Shrewsbury Town Centre : walking distance to Shrewsbury Station, stunning medieval market town centre with quirky independent shops, tudor buildings, excellent café culture and beautiful green spaces.

If you are an ambitious, intelligent team player ready to make a real difference, we would love to hear from you. This is a meaningful opportunity to use your skills to shape the future of our expanding, collaborative and friendly Trust and create lasting opportunities for our children.

# Central Team

## Chief Finance and Operations Officer (CFOO)

**Location:** Central Team, Shrewsbury Flaxmill

**The Post:** Chief Finance and Operations Officer (CFOO)

**Contract Type:** Permanent, Full Year.

**Required:** 1<sup>st</sup> September 2026

**Closing Date:** Sunday 31<sup>st</sup> May @ 5pm

**Interviews:** Monday 8<sup>th</sup> June

### Grade and Salary

**The salary for the post is:**

**Grade:** PO 21 scp (47 - 50)

£58,932 - £62,259, pay award pending

**Hours :** Full Time 37 hrs per week, Full year.

### Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Safeguarding

The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview. Please see Severn Bridges MAT's safeguarding statement at:

[www.severnbridgesmat.co.uk/our-policies/](http://www.severnbridgesmat.co.uk/our-policies/)



### How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the MAT website

<https://www.severnbridgesmat.co.uk/job-vacancies/> and click onto the vacancy where you will be able to apply directly.

### Visits

Visits are strongly encouraged. Please email [hrm@severnbridgesmat.com](mailto:hrm@severnbridgesmat.com) if you would like to book a visit

If you would like an informal chat about the role do not hesitate to contact the CEO Andrew Morris on: [andrew.morris@severnbridgesmat.com](mailto:andrew.morris@severnbridgesmat.com)

# Chief Finance and Operations Officer (CFOO)

## Job Description

<b>Job Title:</b>	Chief Finance and Operations Officer
<b>Salary:</b>	Grade PO 21 (scp 47 - 50) £58,932 - £62,259, pay award pending
<b>Contract:</b>	Permanent, Full Year working
<b>Hours :</b>	37 hours (Full Time)
<b>Job Base :</b>	Central MAT Team Office, Shrewsbury Flaxmill
<b>Reporting to:</b>	CEO

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All posts are subject to the Asylum and Immigration requirements.

### **Main purpose of Post**

As the Chief Operations Officer (CFOO) you will play a pivotal role in shaping the strategic direction of our organisation ensuring compliance, supporting innovation and driving operational excellence.

The CFOO will undertake the role of Chief Financial Officer responsible for fulfilling all regulatory and statutory financial duties as set out by the ESFA, Companies House, HMRC and other bodies.

The CFOO will lead the delivery of high quality, responsive, cost effective business services which includes Finance and Administration, Risk Estates and Facilities, Health and Safety, ICT and HR.

# Chief Finance and Operations Officer (CFOO)

## Job Description

### Principle Duties and Responsibilities

#### 1. Strategic Leadership and Trust Development

The CFOO will be accountable for providing strategic vision and leadership across non-educational trust functions with a focus on enabling activities, systems and processes to enhance the Trust educational performance, and for supporting the delivery of the Trust's vision and values.

#### The CFOO will:

- Contribute to, and support the delivery of, the Trust's strategic aims.
- Contribute to the Trust's strategic planning, taking ownership of aspects of key documents such as the business plan, business continuity planning, the long-term strategic plan, risk assessments and self-evaluation documents.
- Develop and embed the Trust's ethos and values, supporting the creation of a Trust culture that embodies these values.
- Support the growth and development of the Trust, including due diligence and onboarding procedures.
- Contribute to the Trust's risk framework and take appropriate steps to mitigate identified risks
- Ensure full compliance of regulated activities and ensure that periodic changes to statute, guidance and regulations are planned for, costed and made clear to the wider executive team and Trust Board.
- Attend Trust Board meetings and brief Trustees accordingly.
- Support the Finance and Risk Committee Chair in the execution and oversight of committee meetings.
- Monitor and develop organisational progress, providing information to the Trust Board as appropriate with quantitative and qualitative data and evaluation.
- Provide appropriate and timely reports to the Trust Board and other Trust leaders to support effective leadership and governance.
- Act as a representative of the Trust in external networks and forums, raising the profile of the Trust, engaging with the wider sector, and ensuring that the Trust is alert to information, changes or opportunities that could impact on its work.

# Chief Finance and Operations Officer (CFOO)

## Job Description

- Develop effective relationships with Trust stakeholders in order to support the Trust's development and growth.
- Ensure that the Trust has the appropriate management systems and structures and capacity to carry out its work effectively, identifying opportunities to improve the trust's overall effectiveness and implementing appropriate strategies to achieve improvements.

### **2.Finance and Compliance**

The CFOO will undertake the role of CFO and be responsible for providing assurance for the health and sustainability of the Trust's finances to the Accountable Officer (CEO).

#### **The CFOO will:**

- Develop, implement and monitor the Trust's business plan and budget, using effective financial and budget modelling and benchmarking to support strong decision-making.
- Establish and monitor the Trust's financial policies and procedures, taking appropriate action to address financial risks, problems and irregularities.
- Work with the Trust Business Manager and Assistant Finance Officer to present the Trust Board with clear, accurate and timely financial reports.
- Work with the Trust Business Manager and Assistant Finance Officer and schools within the Trust to prepare and monitor individual academies' budgets in line with school development plans and the Trust's strategic objectives
- The CFOO will be accountable for supporting the efficient, effective and compliant management of the trust and its academies.
- Work with the Trust Business Manager and Assistant Finance officer to ensure the timely submission of the Trust's financial returns and reports, including monthly management accounts.
- Manage the internal scrutiny and external audit procedures for the Trust and its constituent academies, and follow up on any resulting recommendations.
- Work with external auditors and accountants to ensure the Trust complies with financial regulations and standards, working with the CEO in their capacity as accounting officer.
- Ensure the Trust is compliant and meets all legal and statutory requirements including those set out by Companies House, the Charity Commission, the Department for Education and the Education and Skills Funding Agency.

# Chief Finance and Operations Officer (CFOO)

## Job Description

- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering processes.
- Oversee the Trust's commercial contracts and contracts for services, ensuring they are fit for purpose and represent value for money.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance.
- Identify, monitor and mitigate operational risks through effective work with other Trust leaders.
- Oversee the Trust payroll, ensuring payroll information is correct, returns are completed by required deadlines, and that payroll is reconciled monthly.
- To be a strategic point of contact for, Pensions and Pay policies and provide a cost effective, high performing service and ensuring accuracy and compliance with current industry practice.

### **3. Central Team and Operational Management**

The CFOO will be accountable for the development, delivery and quality of the Trust's non-educational functions and services, including finance, IT, premises, facilities and human resources.

#### **The CFOO will:**

- Develop, implement and monitor strategies and operational models for central services that align with the Trust priorities, are fit for purpose, high quality and facilitate continuous improvement.
- Ensure, through strong business planning, that the Trust has the human, material and financial resources it needs to operate effectively and meet its aims.
- Ensure the wider executive team and Trust Board are kept up to date and assured of all Trust non educational developments and plans through regular evaluative reporting arrangements.
- Provide line management for Finance and Administration, Estates, Facilities, ICT and HR and be responsible for their professional development and annual appraisals.
- Take responsibility for personnel matters related to all staff in the central team, and maintain confidential staff records.

# Chief Finance and Operations Officer (CFOO)

## Job Description

- Alongside the HR Manager lead on the recruitment for Central Trust staff.
- Have oversight of the Trust's ICT strategy, ensuring that it supports Trust and school needs and aims across all Trust functions.
- Have oversight with the Facilities and Compliance Officer to develop, operate and maintain an effective IT infrastructure for the Trust and its schools, including asset disposal procedures.
- Work with the Trust Facilities and Compliance Officer to oversee the management of the Trust's buildings and premises, including regular maintenance and investment in capital improvements and an annually updated, planned and costed Strategic Asset Management Plan.
- Work with the Trust Facilities and Compliance Officer to oversee capital works projects, ensuring that they support the Trust's aims, are delivered on time and deliver value for money.
- Work with the Governance Professional ensuring effective governance, scrutiny and oversight of all the Trust's operations
- Ensure with the CEO that the Trust meets requirements related to health and safety and data protection by oversight of the relevant officers
- Develop, implement and monitor Trust policies within their remit.

### **Other Responsibilities**

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- 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.

### **Other areas of responsibility**

Any other duties that the CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

# Chief Finance and Operations Officer (CFOO)

## Person Specification



### Severn Bridges MAT

### Person Specification – Chief Finance & Operations Officer (CFOO)



	Essential	Desirable	Identified through
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant – member of one of the accountancy bodies (ACCA, CIMA, CIPFA etc).</li> <li>• Degree and/or recognised professional qualifications relevant to the role.</li> <li>• Passes at A level (or equivalent) grade C or above</li> <li>• Evidence of recent and relevant continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• CIPFA diploma in school finance and operational leadership</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strategic decision making</li> <li>• Presenting to committee or board level meetings</li> <li>• Delivered training to a range of audiences</li> <li>• Leading large scale procurement exercises</li> <li>• Budget management</li> <li>• Leading significant change management</li> <li>• Experience of working with auditors, external and internal</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education or public sector organisation</li> <li>• Oversight of capital project planning and delivery</li> </ul>	Application form Letter of Application

# Chief Finance and Operations Officer (CFOO)

## Person Specification

	<p>At least 3 year's experience of</p> <ul style="list-style-type: none"> <li>• Line management of other managers</li> <li>• Leading a team</li> <li>• Leading multiple different teams across different disciplines</li> <li>• Operating in a senior management / leadership role</li> <li>• Proven experience of statutory financial reporting</li> </ul>		
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent multi-disciplinary skills and knowledge across the areas covered by the role</li> <li>• Excellent understanding of governance and risk</li> <li>• Proven people management skills</li> <li>• Excellent leadership skills</li> <li>• Effective written and verbal communication skills</li> <li>• Effective presentation skills</li> <li>• Ability to analyse information, evaluate and inform others of decisions or recommendations.</li> <li>• Ability to discuss and present complex management information to a mixed audience that may include non-specialist stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced IT user with knowledge of financial monitoring budgeting systems (e.g Xero IMP)</li> <li>• Knowledge of Integrated Curriculum Financial Planning</li> </ul>	Application Form Interview Task

# Chief Finance and Operations Officer (CFOO)

## Person Specification

<b>Personal Skills &amp; Attributes</b>	<ul style="list-style-type: none"><li>• Committed to supporting continued professional development of staff across the Central Team and wider Trust.</li><li>• Ability to lead by example and embody organisational values through own actions</li><li>• Positive mindset</li><li>• Highly organised, able to work on own initiative and meet set deadlines</li><li>• Professional manner with high regard to confidentiality</li><li>• Welcome others ideas, feedback, constructive criticism in a collaborative environment.</li></ul>		Application Form Letter of Application Interview
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Have the right to work in the UK.</li><li>• Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check.</li></ul>		Application Form