ALT Trust

Chief Financial Officer (Part-time)

Salary:	£56,294 FTE, pro rata for 3 days per week / 22.5 hours per week
Grade:	Grade 14, SCP 43 – Grade 16, SCP 50
Contract:	Permanent, part-time, 0.6 FTE / 3 days per week, 52 weeks per year
Start date:	1 January 2027
Working pattern:	Flexible by agreement
Reporting to:	Chief Executive Officer (Accounting Officer)
Location:	Trust Central Team at Rush Common School, with travel to schools as required

Introduction

We are seeking to appoint a permanent CFO from 1 January 2027, succeeding the current interim arrangement. In line with the Academy Trust Handbook's recommendation, applicants must hold a recognised professional accountancy qualification (ACA, ACCA, CIMA, CIPFA or equivalent).

The CFO responsibilities were previously incorporated within the COO role. As the Trust has grown, we are establishing a distinct CFO position to provide dedicated strategic financial leadership and strengthen operational financial effectiveness.

Role Purpose

The Chief Financial Officer (CFO) is responsible for providing strategic and professional financial leadership to ALT Trust, ensuring the effective stewardship of public funds, strong financial compliance, and long term financial sustainability.

The CFO will lead the Trust's finance function, oversee financial planning, reporting and assurance, and ensure that the Trust's contracts and commercial arrangements are well managed, compliant, and deliver value for money.

This is a part-time, finance-focused role and does not include wider operational responsibilities such as estates, HR, ICT or health and safety.

Key Responsibilities

Strategic Financial Leadership

- Lead the development and delivery of the Trust's financial strategy, aligned with educational priorities and the Trust's strategic plan.
- Provide high-quality financial advice and insight to the CEO, Executive Team and Trustees, supporting informed and evidence-based decision-making.
- Prepare and maintain medium and long-term financial forecasts, including scenario planning and risk modelling.

Financial Management & Compliance

- Oversee the Trust's annual budget setting process, monitoring in-year performance and advising on corrective actions where required.
- Ensure full compliance with:
    - The Academy Trust Handbook
    - DfE funding and reporting requirements
    - Charity and company law obligations
- Lead the preparation of the Trust's statutory accounts, working effectively with external auditors.
- Ensure robust financial controls, risk management and assurance arrangements are in place across the Trust.

Contract & Commercial Management

- Provide strategic oversight of the Trust's contracts, service level agreements and commercial arrangements.
- Ensure contracts are:
    - Appropriately procured and documented
    - Financially sound and compliant
    - Actively monitored for performance and value for money
- Advise on contract renewals, variations and terminations, working closely with relevant leaders.

Governance, Reporting & Assurance

- Produce clear, timely and accurate financial reports for the Trust Board, Finance and General Purposes and Audit & Risk Committees.
- Support Trustees in fulfilling their fiduciary and oversight responsibilities, including value for money assurance.
- Contribute to the Trust's risk register from a financial and commercial perspective.
- Ensure the Trust maintains appropriate internal scrutiny arrangements and support the Audit & Risk Committee in discharging its assurance responsibilities.

Leadership & Collaboration

- Lead the Trust's central team finance staff, through appropriate line management structure via the Finance Business professionals, and support professional development and appraisal.
- Work collaboratively with school leaders and the central team to promote strong financial understanding and accountability.
- Act as a professional point of contact with auditors, regulators and external advisers.

Person Specification

Essential Criteria
Significant experience in senior financial management, ideally within the public sector, education, charity or not-for-profit environment
Strong knowledge of financial planning, budgeting and forecasting
Strong knowledge of financial controls and risk management
Strong knowledge of statutory accounts and audit processes
Experience of contract or commercial management, including value for money oversight

Essential Criteria
Ability to present complex financial information clearly to non-financial audiences, including Trustees
High standards of integrity, professionalism and attention to detail

Desirable Criteria
A recognised professional accountancy qualification (ACA, ACCA, CIMA or equivalent)
Experience working in a Mult Academy Trust or academy school
Knowledge of DfE funding, ESFA legacy requirements and the Academy Trust Handbook
Experience supporting Board or Audit & Risk Committee level reporting
Experience of working successfully in a part time or portfolio senior finance role
Evidence of relevant continuing professional development

Personal Attributes
Strategic yet pragmatic, with the ability to prioritise effectively in a part time role
Collaborative and approachable, able to build strong professional relationships
Confident operating with senior leaders and Trustees
Committed to the values and mission of ALT Trust

Applications should be received by 5pm on 23 September, and we anticipate that interviews will take place in the week beginning 28 September, following shortlisting.

Safeguarding

ALT Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.