|  |  |
| --- | --- |
| **Job Profile****Chief Finance Officer** |  |

|  |  |
| --- | --- |
| **Job purpose:** | The chief financial officer (CFO) will be directly responsible to the Chief Executive (CE) who is the accounting officer for the MAT and is ultimately responsible for the proper financial conduct of the institution. The CFO will provide advice on strategic financial issues and be responsible for financial management and for the leadership and management of the business and admin team. The CFO is a key member of the MAT’s senior leadership team. The CFO is expected to bring a modern, business-like approach to the leadership of the business and admin function, running it as a highly competent and efficient service with an emphasis on business partnership across the MAT and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service. In addition to leading the finance team, the chief financial officer will contribute to strategy and policy development to support the MAT’s aims and objectives, will ensure the provision of management information for the MAT’s planning and monitoring systems, and will ensure the completion of returns to external agencies.  |
| **Reporting to:** | CEO |
| **Responsible for - Staff** | Business & Admin Team; Premises Staff |
| **Liaising with:** | Trustees; CEO; Head of School, Teaching Staff, DfE  |
| **Grade of post:** |  | **Gauge ref:** |  |
| Disclosure level: | Enhanced |

|  |
| --- |
| **Job Outline** |
| STRATEGIC * To support the chief executive in the strategic leadership of all non-educational functions across the trust;
* To support the chief executive in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures viability of the trust;
* To lead on the development and implementation of all trust policies, including finance and employment law, ensuring compliance with all relevant statutory procedures;
* To oversee and advise on all procured contracts and services for the trust including materials, cleaning, catering, grounds maintenance etc. in order to secure best value for the trust;
* To maintain the board’s risk register, monitoring the ongoing financial and reputational risks and advising the board as appropriate on the risks associated with any new ventures;
* To ensure that all statutory reporting on behalf of the trust is accurate, compliant and timely;
* To ensure that the trust complies with statutory requirements such as data protection and the freedom of information act;
* To ensure that the trust complies with statutory requirements relating to health and safety;
* To oversee effective recruitment of staff by the business and admin team;
* To ensure effective line management of all staff within the business, administrative and premises teams;
* To project manage the conversion of all new schools joining the trust, including the common transfer agreement, lease and funding agreement and to advise and support each school as appropriate;
* To ensure effective induction, appraisal and continued professional development of business and admin team;
* To support the chief executive in generating continual streams of new income through effective bid-writing, partnerships, joint ventures and business development including potential funding opportunities to allow expansion and/or development of existing buildings to maximise income generation;
* To oversee all operational matters of individual academy business ventures including After School Care, Little Dragons’ Nursery & Little Lions’ Nursery;
* To oversee all financial matters of After School Care, Little Dragons’ Nursery & Little Lions’ Nursery;
* To work closely with Trustees, each local governing body, school leadership teams, Heads of School in particular, at each of the schools within the trust providing the necessary advice and support;
* To develop effective relationships with staff, pupils, parents, local businesses and stakeholders across the entire trust.

2FINANCE * To develop and oversee all financial policies and procedures in each individual school and across the trust to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission;
* Developing and maintaining the in-house ‘The Wings’ CE Trust Financial Handbook’ & Scheme of Financial Delegation that sets out The Trust’s operational procedures governing The Trust, combining best practice with the latest Accounts Direction issued by the EFA
* To provide professional advice and support to the trust on all aspects of finance and business management;
* To attend all board meetings and to present quarterly and annual financial statements to the trustees;
* To present quarterly and annual financial reports to the CEO
* To prepare the overall budgets for each school, including those for any related business ventures such as After School Care, Little Dragons’ Nursery & Little Lions’ Nursery working closely with trustees, leaders and governors;
* Monitoring expenditure and reporting to the CEO regarding income and cash flow against the approved budget and submitting reports on each schools’ financial position to each meeting of the Finance Committee & the position of the MAT to trustees
* Approving virements within the delegated financial limits for core operations and reporting such approvals to the Finance Monitoring Committee
* Reviewing any virements required for any school’s budgets and recommending these to the CEO and Board for approval if appropriate
* Ensuring compliance with PAYE, NI, VAT and other relevant legislation
* To prepare and submit all financial returns in a timely and accurate manner including financial records for the auditors and returns to Companies House;
* To oversee and advise the work of the audit committee ensuring compliance with the Academies Financial Handbook and funding agreement;
* To oversee the pooling of resources policy to ensure effective financial management of the top-slice and all associated costs and services;
* To prepare individual school and/or the trust as a whole for any internal or external audits and to respond appropriately with any subsequent recommendations;
* Maintaining and resourcing an effective internal audit function or equivalent by producing internal termly audit reports for each academy school in the Trust, together with any recommendations for improvement;
* Ensuring internal reports are shared with the CEO, Heads of School, Trustees and Finance Monitoring Committee;
* To monitor closely the spending plans of each of the individual schools by holding staff to account and making any subsequent recommendations to the governors and trustees as required;
* Ensuring all forms and returns required by the EFA and The Trust’s Board are prepared and submitted in the formats specified by the EFA/DfE and filed by the relevant filing deadline
* Writing the Annual Report and preparing the consolidated financial statements in the statutory format specified by the EFA, Companies Acts and Charity Commission for auditing by the external auditors. Arranging a timeline and detailed checklist of work to be done in house and by the external auditors to ensure the audited statutory accounts are filed with the EFA by 31st December To manage all funding agreements with new and existing schools to ensure compliance with Education Funding Agency requirements;
* To research and bid for additional funding to DfE or other such organisations on behalf of each school and trust as a whole, including the Condition Improvement Fund;
* To develop and oversee the trust’s risk management strategy and procedures to ensure that key business risks are identified, assessed and managed;
* To work closely with the human resources and payroll service providers to ensure all returns are completed accurately and submitted to HMRC in a timely manner;
* To manage the effective purchasing and procurement of products and services for the trust and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, to include; school improvement, payroll, audit, human resources, legal, health and safety, IT, grounds maintenance, catering, cleaning, insurance, facilities management and the administration of the associated top-slice;
* To support and advise on the trust’s asset management planning including lettings, income generation from the use of buildings and expansion and development of existing sites;
* To conduct comprehensive financial due diligence on any school considering joining the trust and to advise the Board on all associated risks.

3.HUMAN RESOURCES * To work closely with the human resources provider to oversee compliance with relevant policies and procedures in line with employment law;
* To support and advise on recruitment within the trust;
* To work closely with the payroll provider to ensure robust arrangements are in place regarding all associated paperwork and administration;
* To work closely with human resources and legal services to project manage the conversion of new schools joining the trust in regard to TUPE, the regulation 13 notice, consultation and any other employment related matters, including due diligence;
* To oversee the maintenance of each academy’s single central record ensuring necessary compliance;

PREMISES * To oversee the trust’s strategic plan for maintenance, including the asset management policy for each academy including repair and improvement;
* To ensure that all contracts are in place for each academy and that appropriate checks are carried out to ensure statutory compliance;
* To oversee the fixed asset register in line with the relevant schedules attached to each academy transfer agreement;
* To project manage the conversion of new schools joining the trust in regard to preparation of the common transfer agreement, lease, risk management, insurance, buildings surveys and associated due diligence;
* To provide support and advice to each academy, including governors, on all matters relating to health and safety as part of the termly cycle of audit;
* To oversee the completion of the annual submission for the Condition Improvement Fund for each academy and the trust as a whole;
* To ensure all necessary insurance (buildings, employer’s liability, public liability etc.) is adequate;
* To maximise existing opportunities within the trust through creative site and facilities management in regard to the delivery of central core services,

OTHER* Carry out such other tasks as deemed appropriate by the Chief Executive.
* Execute the generic duties of a senior leader
* To actively support the values and ethos of this Church of England Academy.
* To contribute to and actively support and promote decisions made by the Leadership team.
* To maintain the confidentiality of the team.
* To take a lead in all aspects of the Trust’s corporate life eg Worship, assemblies, whole school events.
* To maintain a high profile around the school during key times of the day
* To be prepared to challenge poor behaviour and underperformance.
 |

|  |
| --- |
| **Other Specific Duties** |
| To carry out the duties in the most effective, efficient and economic manner available.To continue personal development in the relevant area.To participate in the staff review and development appraisal process. |
| **Health and Safety Training** To undertake Health and Safety Training on areas within your remit. |

|  |  |
| --- | --- |
|  |  |
| **Person Specification / Selection Criteria**  |  |

****

**A: Qualifications**

|  |  |  |
| --- | --- | --- |
| Relevant degree or equivalent level of proven experience  | **E** | **Application/Certificates**  |
| A recognised accounting qualification (eg CIMA, ACCA, AAT) | **D** | **Application/Certificates**  |
| Maths & English GCSE at grade C or above (or equivalent)  | **E** | **Application/Certificates** |

**B: Knowledge, Understanding and Experience (Up to date/Current)**

|  |  |  |
| --- | --- | --- |
| Significant post qualifying experience and in depth professional knowledge acquired through experience.  | **E**  | **Application/Interview**  |
| Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.  | **E**  | **Application/Interview**  |
| Experience of working in a school or academy financial management role or equivalent | **D** | **Application/Interview** |
| Familiarity of financial processes and procedures.  | **E**  | **Application/Interview**  |
| Experience of effectively managing a team.  | **E**  | **Application/Interview**  |
| In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.  | **D**  | **Application/Interview**  |
| High level of IT competence, literacy and numeracy skills  | **E**  | **Application/Interview**  |
| Experience of using and supporting others in the use of financial software packages | **E**  | **Application/Interview**  |
| Experience of producing & presenting complex management accounts | **D** | **Application/Interview** |
| Ability to interrogate school performance data accurately | **D** | **Application/Interview** |

**C: Personal and Professional Qualities**

|  |  |  |
| --- | --- | --- |
| Must be able to support the Church school ethos | **E** | **Application/Interview** |
| A positive, enthusiastic outlook and passion and motivation to work with children in an educational setting | **E** | **Application/Interview** |
| Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently, both verbal and written.  | **E**  | **Application/Interview**  |
| Excellent skills in strategic planning and strategic management of financial resources. | **E**  | **Application/Interview**  |
| Shows initiative, is a starter-finisher, with good time-management skills | E | **Application/Interview** |
| Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems.  | **E**  | **Application/Interview**  |
| Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options.  | **E**  | **Application/Interview**  |
| Ability to work under pressure to meet deadlines and organisational priorities.  | **E**  | **Application/Interview**  |
| Good leadership skills and ability to inspire and challenge colleagues  | **E**  | **Application/Interview**  |
| Commitment to staff’s and own personal development.  | **E**  | **Application/Interview**  |
| Flexible in terms of working patterns and evolution of the role  | **E**  | **Application/Interview** |
| Team-player, personable, emotionally intelligent and with a sense of humour  | **E** | **Application/Interview** |
| Receptive to new ideas & able to generate them | **E** | **Application/Interview** |
| **OTHER**  |  |  |

**D: Other**

|  |  |  |
| --- | --- | --- |
| Driving licence and own transport  | **E**  | **Application/Interview**  |
| Membership of NASBM or other regional school business management/finance networking group  | **D** | **Application/Interview** |

**E. Legal Issues**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |