Dear Sir/Madam

Many thanks for showing interest in this exciting position. The role of Chief Finance Officer is a crucial role within our trust and as the Chief Executive, I am keen to find the right person.

The Trust has implemented the PS Financials accounting system across the Trust and uses Orovia budgeting software. Payroll and HR services in the Trust are outsourced to the Local Authority.

This role is diverse; not only will you be fulfilling the statutory functions of a Chief Finance Officer, you will also have overall responsibility for managing all business and admin matters across the trust. This will include leading the staff within our business and admin team, procurement, contract negotiations, estate management, academy conversions, tendering, and so on. As a member of our senior leadership team, you will also be expected to contribute towards the strategic direction of the whole trust.

You may be required to visit the schools throughout the week and so a clean driving license is essential.

Each school has a School Office Coordinator and a Clerical Officer. We also have a team of central staff who work across the MAT. This includes a Finance Officer, Extended Schools and Marketing Officer, Site Manager and an Operational Effectiveness/HR Director. It is envisaged that this structure will grow and adapt as additional schools join and so an ability to adapt to and embrace change is essential. A number of local opportunities for sharing good practice are also available.

If there are any other areas you wish to discuss, or if you wish to organise a visit to discuss this further, please do not hesitate to contact Jill Hilton to make an appointment. [jhilton@thewings.org.uk](mailto:jhilton@thewings.org.uk).

I wish you well in your application,

Rachael Coulthard