

Our core purpose is putting learners first

Job Description – Chief Finance Officer

Job Title	Chief Finance Officer
Pay Range	SP38 - 41
Responsible For	Finance Assistant
Responsible To	CEO

Overall Purpose Of The Role

- Responsibility for all aspects of financial management, including the management of financial records, budget control, financial planning (strategic and operational), funding relationships with the funding body and other agencies and related contractual arrangements with external organisations.
- To support the Chief Executive Officer in the strategic development, growth and operation of the Trust, upholding, promoting and modelling the values of the trust.
- This role is a Senior Executive post that will change over time, requiring the post holder to be responsive and proactive in the context of strategic priorities.
- To uphold high standards of probity in the management of public funds, particularly regularity, propriety and value for money. To adhere to the 7 principles of public life (also known as the Nolan Principles).

Strategic leadership

- Together with the CEO support the management of change across the trust.
- Contribute in a leadership capacity to the development, monitoring and evaluation of the Trust's strategic plans; ensuring resources are aligned with the identified improvement priorities.
- Provide strategic advice to the CEO, Trustees and Headteachers/Heads of School on all issues relating to financial matters.
- To deputise for the CEO in the role of Accounting Officer, ensuring the educational and financial performance of the MAT is effectively managed and that it meets all its statutory and regulatory obligations.
- Prepare the academies and trusts annual financial forecasts, to include strategies and plans in consultation with the CEO.
- To develop and implement strategies for maximising the Trust's finances.
- To develop effective working relationships with key partners.
- To support the Trust Business manager in the strategic development of wider business and operations activity at Trust level, individual Academies, including Estates, HR, ICT and Safeguarding.

Finance, Sustainability, Compliance and Operations

- Provide financial leadership to the strategic planning process, including annual budgets, periodic forecasts and funding requirements.
- Develop and maintain effective financial systems including Business Continuity Plans and procedures.
- Prepare the annual Trust budget, working closely with the CEO, Headteachers/ Heads of School and Local Governing Bodies to ensure consistency with individual Academies strategic and financial objectives. Monitor the income and expenditure budgets across individual Academies, identify and give early warning of difficulties.
- Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
- Manage and lead on the reporting requirements associated with ESFA capital funding. Ensure that effective financial structures and controls are in place to support robust financial management across the trust and at individual academies.

- Maintain the Academy's accounts in accordance with the funding agreement, the Academies Accounts Direction and Academies Trust Handbook issued by the funding body and in accordance with the financial regulations and procedures of the trust.
- To be responsible for the preparation of the annual accounts to prescribed standards and take responsibility for the completion and submission of regulatory reporting.
- Ensure that the annual accounts are properly audited, presented and adequately supported by the underlying records of each academy; including the maintenance of effective systems of internal control.
- Ensure that the trust maintain an accurate and up to date fixed asset register in accordance with accounting requirements.
- Liaise with the Finance & Audit Committee, internal and external auditors to enable them to operate effectively.
- Proactively manage the cash position of the trust and its operating activities, and reporting regularly on this aspect of financial management to the Board of Trustees.
- Prepare and submit all financial returns to the Education Skills & Funding Agency in accordance with prescribed deadlines.
- Ensure that the trust complies with its obligations in accordance with the funding agreement, the Academy Trust Handbook and the Trust's financial regulations and procedures.
- To maintain the financial and operational considerations of the trust Risk Register.
- Oversee the trust payroll, ensuring payroll information is correctly entered for all employees, payroll returns are correctly completed in accordance with the required deadlines and the payroll is reconciled monthly.
- Lead the Trust in consideration of, and planning for, its strategy for Environmental Sustainability

Policy Development, HR, Procurement, Premises & Academy Conversions

- To uphold and actively support the academy's policies and procedures
- Develop and manage the trusts procurement policies and procedures. Lead on the maintenance of the trusts contracts register and provide support on higher value procurement exercises ensuring that the trust achieves and demonstrates value for money principles.
- Oversee the development of the Trusts HR and pay policies and procedures liaising with the Trust Board, Local Governing Boards, Headteachers / Heads of School and the Trust HR provider.
- Support the Trust Business Manager in CIF (Condition Improvement Fund) Bids, establish priorities for developing the premises of the Multi Academy Trust ensuring value for money, strategic management of the maintenance, refurbishment and development of the Multi Academy Trust premises and grounds.
- Pro actively contribute to the Academy's due diligence processes and assist schools through the conversion process, working with stakeholders to ensure a smooth transition.

Governance and Accountability

- Work with the Board of Trustees, its committees and staff to ensure delivery of the Trust's vision and values through, efficiently resourced strategic plans which incorporate clear, demanding and measurable targets and are underpinned by sound financial planning.
- Together with the Trust Board ensure robust and appropriate proactive risk mitigation and management for the Trust and that the risk strategy is aligned to local academy risk strategies.
- Ensure that the Academy follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, and the integrity and suitability of all control mechanisms (audit and risk management).
- Ensure that confidentiality is maintained in line with agreed policies and protocols.
- Ensure an open and honest relationship with the Board of Trustees.

General

- Work effectively across the full range of external stakeholders, including government, funding and regulatory bodies.

- Engage in local, regional and national networks of school business professionals and through these, and other means ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- Actively challenge and address discrimination.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust's Board.

Person Specification - Chief Finance Officer

	Essential	Desirable	MOA
Education and Qualification			
Professional Accountancy qualification or finance related qualification at graduate level (ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)	✓		
Qualification in Educational Leadership		✓	
Qualified to degree level or equivalent		✓	
Experience, Knowledge and understanding			
Proven track record of senior financial management and strategic leadership experience in the public or private sector and in driving improvement	✓		
Significant experience of leading and managing budgets, and working with stakeholders to develop strong financial understanding and empathy across the Trust	✓		
Experience of Education funding methodologies and compliance		✓	
Experience in obtaining additional funding		✓	
Experience of managing staff in a manner that empowers them and encourages continuous professional development	✓		
Experience of working in a finance department in the Academy/MAT sector		✓	
Familiar with Education Skills Funding Agency reporting arrangements		✓	
Experience of preparing annual budgets and in-year re-forecasts	✓		
Experience of preparing monthly management accounts and reports and year-end accounts ready for audit	✓		
Ability to manage own workload without direction, having the ability to prioritise, meet and exceed tight and challenging deadlines	✓		
Secure understanding of the statutory requirements of legislation concerning equal opportunities, health and safety, SEN and child protection	✓		
Knowledge of current legislation affecting such items as taxation, payroll, pensions and VAT	✓		
Skills, Abilities, Motivation and Personal Attributes			
Highly effective communications skills and ability to influence and negotiate effectively	✓		
Outstanding interpersonal skills with the ability to direct multi-disciplinary teams effectively and successfully develop collaborative working relationships at all levels	✓		
Values-driven leader with high ethical standards	✓		

Significant accounting and computer skills (downloading finance data created through personally developed programmes to spread sheet/word processing for reports)	✓		
Ability to present complex information to a wider audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, with the ability to report and challenge as necessary	✓		
Ability to evaluate computer/software systems and coordinate upgrades. Software used includes Excel and Access, alongside the main accounting system	✓		
Ability to use initiative to increase efficiency and effectiveness through accurate, and frequently complex, financial analysis. A hands-on approach is essential in this area	✓		
The post holder is required to work to set deadlines and will be required to work flexibly to achieve targets	✓		
Ability to prioritise and multi-task in a varied and fast paced environment	✓		
Ability to work with teams and individuals to improve performance and standards within a short time frame	✓		
Awareness of the importance of confidentiality	✓		
Strong and sound judgement and the ability to look at risk analysis through a commercial as well as a financial lens	✓		
Excellent analytical, problem solving, IT, and advanced spread sheet skills	✓		
An effective, inclusive and committed ambassador for the Trust	✓		
Safeguarding			
Demonstrate a robust knowledge, understanding and commitment to the protection and safeguarding of children and young people	✓		
Other	✓		
Evidence of commitment to continuing personal development	✓		
Full Driving licence and access to a car to travel to other Trust sites	✓		
Have a strong understanding and commitment to Equal Opportunities	✓		
Preparedness to work in accordance with the Trust's Health & Safety Policy	✓		

How To Apply

Salary package circa £70,000 - £75,000, with an actual starting salary negotiable to reflect skills and experience, annual incremental increase in line with Trust Policies Your application form:

As well as completing the application form online, it is important that you provide a succinct personal statement of no more than three sides of A4 detailing:

- What attracts you to the post; and
- How your experience, competencies and skills align to the essential criteria in the person specification, with evidence of impact from your career track record.

Kindly ensure that your application accounts for any gaps in employment and that you include the names and addresses of two professional referees (one of which must be your current or most recent employer) If you do not wish us to contact your referees at this stage, please let us know.

Closing date: Friday 2nd December 2022 at 0900 hours.

Please return your completed application form to smalam@triumphtrust.co.uk
All applications will be acknowledged via email within 48 hours of receipt.