



'Working together towards success for all'

Chief Finance Officer

Attain Academy Partnership



Welcome

Dear Colleague,

Thank you for considering working with us within the Attain Academy Partnership.

The true strength of Attain lies in its people. The Trust and our schools employ talented, caring and committed staff, supporting happy pupils who are proud to be there. The Trust Leadership team and our Headteachers have a shared vision for all our children. Leaders work together to create the conditions where each child can better achieve their potential. Our Local Governing Bodies and our Trustees are both ambitious and supportive and we have developed strong relationships with our parent bodies. This partnership approach involves all members of the school and Trust community, achieving significant levels of mutual support to support the successful outcomes of all our children.

The Chief Finance Officer will be a strategic leader, able to balance oversight of operational excellence with high-level strategic insight, ensuring long-term financial health and growth. You will ideally have experience of working collaboratively in education and will be prepared to support our individual academies with budget management and planning. This is a great opportunity to join a values-driven Trust at an exciting stage in our development. You will be a key member of the Trust's Leadership Team, working closely with the CEO and other Leaders to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably.

The CFO is expected to bring a modern, commercial approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on a proactive and education-focused service. As well as ensuring the financial health of our organisation, you will bring experience of lateral thinking when it comes to realising the financial opportunities that we have within our Trust. The CFO will provide advice on strategic financial issues and be responsible for financial management and for the leadership and management of the financial team.

Additionally, any new member of our team brings fresh ideas and strengthens the development of our educational and business journey and as such I am very keen to welcome any questions or queries which challenge our existing practice and offer innovative changes.



Susannah Edom-Baker
CEO Attain Academy Trust



Chief Finance Officer Role Description

Pay Range: £64,872 - £71,357

As Chief Finance Officer, you will work across the business and operational functions of the Trust and will be the Chief Executive Officer's strategic partner in maximising value. You will be instrumental in determining the strategic direction of the Trust, helping shape our strategy, undertaking and being accountable for financial decisions and being a clear and effective communicator, engaging with a wide variety of key stakeholders. As our CFO you will role model good financial and team-building practices for teams across the Trust.

You will work closely with the CEO and our Central Team on the Trust direction of travel and the overall strategic plan. Your stewardship and strategic insight will support achieving the Trusts vision. As part of this it is important to understand the educational sector and the challenges with funding and bring an open-minded creative approach to working within this landscape.

Key Responsibilities:

- Financial Accountability: Support the CEO in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures viability of the Trust. In doing so, prepare for approval by the Board annual estimates of income and expenditure and monitor and report performance against budgets.
- Oversee the monthly preparation of compliant and timely Management Accounts, highlighting issues that require attention by Trust Officers and recommending actions where appropriate, and report consolidated financial performance to the Trust Board, meeting the requirements of the Academies Trust Handbook.
- Ensure the CEO and Board are kept abreast of all legislative changes and proposals that could affect the business, financial and resources management of the Trust, including advising the Board on the impact of changes to national funding and opportunities for grants and other funding.
- Advise the Board on investment and financial policy, prepare appraisals for projects, and develop a business plan and long-term financial strategy for the Trust.
- Lead the Finance Team (recruitment, induction, performance management and continued professional development etc.) and advise on the appropriate structure for the Team as the Trust changes over time.



- Provide financial leadership to major business change projects, investment and capital expenditure. Support with securing funding for capital works and in the monitoring and oversight of capital budgets.
- Provide oversight of and maintain both the asset register and the risk register and provide regular reports to the CEO, Central Team and the Board and its committees.
- Oversee the preparation, approval and submission of annual accounts and statutory returns. Ensure annual accounts are audited satisfactorily and filed in a timely manner.
- Ensure that there is an effective process of benchmarking expenditure and the use of resources to inform evaluation of operational practice and strategic planning. Ensure that resources are employed in the most efficient and effective way to support the aims of the Trust.
- Ensure arrangements for ordering of goods and supplies and approval of invoices for payment are in line with Trust policies and procurement strategy. Ensure that the correct procedures are in place for the timely recovery of VAT.
- Oversee credit control, ensuring that any outstanding sums are received as swiftly as possible. Oversee banking arrangements and controls.
- Operate all bank and deposit accounts, ensuring that a full reconciliation is undertaken at least once a month, and to review and manage the Trust's investments in line with the Trust's investment policy.

Leadership & Collaboration:

- Be the lead officer for the Finance, Risk, Audit and Premises Committee (FRAP) and Trustee meetings, providing papers and ensuring attendance as required.
- Ensure that the financial position and procedures within the Trust support and are in harmony with the Trust vision and values and promote the best interests of each child.
- Contribute to and demonstrate the overall ethos and aims of the Trust. Work collaboratively with the Trust Chief Operating Officer to ensure the Trust has a strategy for using technology aligned with overall vision and plans, ensuring value for money and effective outcomes.
- Collaborate with the Trust Chief Operating Officer to ensure adequate resources for capital projects and support for capital funding and bidding to facilitate the Trust's long-term development and growth.
- Lead and manage the Trust Finance Team, including supporting their continued professional development and training.



- Contribute to the strategic leadership of the Trust as a member of the Central Team.
- Foster a collaborative work environment that encourages teamwork, innovation, and continuous improvement.
- Act in a professional and confidential manner regarding all Trust and individual school information.
- Work collaboratively with others and play an active part in the Trust Central Team.
- Promote the image of the Trust in all contact with the local and wider community.

Financial Systems & Technology:

- Oversee the implementation and maintenance of financial systems, ensuring they meet the Identify opportunities for automating financial processes and improving efficiency through technology. Ensure data accuracy and integrity in financial records and reporting.

Internal control:

- Lead on the development of the Trusts Internal Scrutiny programme and the management of financial risk, providing assurance to the Trust Board on the soundness of the Internal Controls in place.
- Promote best practice and ensure compliance with the financial processes and procedures set out in the Trust Finance Policy, the Academy Trust Handbook and audit recommendations.
- Undertake thorough financial due diligence on any school considering joining the Trust to assess the financial viability of the school and the level of risk, and oversee on boarding in respect of financial management and accounts.

Procurement:

- Develop commercial practices and processes and ensure commercial risk controls are in place, whilst achieving best value for the Trust; make informed commercial decisions and recommendations, understanding the impact of these upon the Trust as a whole.
- Communicate openly and effectively with stakeholders of all levels from across the Trust, translating complex commercial decisions into relatable concepts; promote an understanding of wider business needs when making and sharing decisions



Health and Safety & Safeguarding:

- As an employee of the Trust, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trust's health and safety responsibilities.
- As an employee of the Trust you would be expected to be familiar with and adhere to our Child Protection and Safeguarding Policy to ensure that children are safeguarded.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

To apply or to find out more about our Trust please have a look at our website by clicking on the link: <https://www.attain.essex.sch.uk> which has links to all our academies.

If you would like an informal chat, or to know more about the role or Trust, please contact Juliet Hope via email jhope@rayne.essex.sch.uk and a call will be arranged with Susannah Edom-Baker, CEO.

Application Deadline – Friday 8th September, 2025 at 12 noon

Attain Academy Partnership is committed to safeguarding and promoting the welfare of children. We respect and value cultural and religious diversity and will not discriminate on the basis of age, gender, religion, race, sexual orientation, ethnic origin, culture, or disability. You must be a UK resident, have the right to work in the UK, and be willing to complete a Disclosure Barring Service (DBS) check.

A copy of our child protection policy and practices, a copy of our policy on employing ex-offenders, the recruitment and selection policy statement which includes data protection information and privacy notice for applicants can be found on www.attain.essex.sch.uk.

