



The Cardinal Newman Catholic Educational Trust



CEO: *Dr Daniel Doyle PhD, MA, BA (Hons), NPQH, NPQEL*
Registered Office: *Alexander House, 160 Pennywell Road, Bristol. BS5 0TX.*

Chief Finance Officer

Job Description

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| Post holder: | Job Title: CFO |
| Service: | Responsible to: CEO & Accounting Officer and Academy Directors |
| Leadership area and designation: Newman Trust Strategic Leadership Team | Grade: Competitive package and commensurate with experience |
| Primary contacts: CEO, Board of Directors, School Business Managers, Finance Assistants, Headteachers and Senior Leaders. | Location: At Company Offices. Travel between all schools will be necessary and required at times. Remote and flexible working can be agreed with CEO. |
| Special conditions: Term time + 3 weeks | Working Hours: 37.5 |

This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.

Main purpose

The MAT CFO will have overriding responsibility for managing the strategic and financial functions for The Cardinal Newman Catholic Educational Trust. This includes having overriding vision for, control of and day-to-day management of, the school budgets and Trust finances. This will therefore involve financial management of all schools' budgets, as well as strategic management and reporting of Academy finance resources, as well as in-year finance reporting, co-ordination with human resources and the Operations team and overall financial compliance of the Academy.

The CFO will advise on and implement the day-to-day finance processes, management and support that enables the MAT and all schools to operate with financial efficiency and effectiveness. Primary responsibility is to keep the Academy in line with academy regulations. However, a key aspect of the role is to coordinate, oversee and support the development of Trust resources and strategic planning to generate the finances, support and resources to empower school leaders and drive change in our Academies. This will, therefore, involve supporting key leaders within the Newman Catholic Trust Strategic Leadership Team and developing the overall effectiveness of the Academy.

The MAT CFO will work across all schools within the academy and will be expected to travel between the multiple sites as necessary in order to ensure the academy has a firm control over its financial resources, budget monitoring, reporting and regulation.

Academy Leadership and Strategy

- Acting as the CFO for the Trust.
- Ensuring that the Trust's financial position is managed at a strategic level within the framework for financial control determined by the board of trustees.
- Ensuring that all financial matters focus on the wider needs of the Trust, rather than on any individual school.
- Appointing, liaising with and coordinating with the external and internal auditors alongside the CEO/AO.
- Under the direction of the CEO lead on all MAT financial matters, to ensure each school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- As a member of the Trust's Strategic Leadership Team, attend Newman Trust leadership team meetings and report to the MAT Board where appropriate
- Coordinate and implement Academy/MAT wide changes and allocate resources in line with the school/MAT improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the MAT, and encourage others to do the same
- Monitor developments in technology and educational best-practice and consider how resources can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

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Financial management and fundraising for The Newman Catholic Trust

- To assist the CEO and Accounting Officer with all aspects of financial administration across the MAT
- To assist in the production of management accounts, budget preparation and monthly financial reporting. This includes working with the senior leaders and Business Managers and finance leads at each school.
- Prepare all budgets and present to the Finance Committee; once ratified and consolidated submit to the ESFA.
- Monitor the budget all year round, supporting and advising the Headteachers where revisions or changes are needed and how best to utilise resources to maximise school improvement.
- Forecast future years' budgets, based on the MAT's estimated funding and trends in expenditure, to enable the board to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- To support all schools in account preparation and external audits.
- Oversee all school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Support the COO in developing and financially organising the MAT's fundraising and income generation strategy, choosing fundraising priorities in line with the MAT improvement plan
- Work alongside the COO to coordinate and apply for grants – specifically aiding with finance arrangements and legislation.
- Support and coordinate on the procurement processes across the MAT – to evaluate current finance spends, supporting COO with tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

Financial management and leadership

- Responsible for compiling and publishing the monthly schools' and Academy accounts
- Coordinating and supporting the finance and budget monitoring meetings half termly with Headteachers and senior leaders for each school.
- Responsible for keeping up-to-date records of the MAT's financial state
- Working with internal auditors to provide assurance to the finance committee and board of trustees.
- Working alongside the Chief Operating Officer to train, upskill and develop the capacity of Trust staff to reduce financial risk, address audit issues and maintain strong compliance within each Academy.
- Ensuring the annual accounts are properly presented and adequately supported by the underlying books and records of the Trust.
- Challenging finance staff to ensure that value for money is routinely obtained.
- Responsible for ensuring that a value for money statement is published annually, on behalf of the board of trustees.
- Ensuring effective financial policies are in place across the Trust.
- Acting as an authorised signatory of the Academy bank account and the bank accounts of the academies within the Academy.
- Ensuring that forms and returns for the Academy are sent in line with statutory timeframes.
- Authorising any virements to approved budgets – alongside the CEO/AO.
- Liaising with Headteachers regarding financial Academy matters.
- In partnership with the CEO manage the school's budgets – ensuring they are balanced, realistic, and represent an effective use of public funds
- Submit the budget to the Local Academy Committees for all schools and the consolidated MAT accounts to the Board of Directors
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Support the recruitment, appraisal and performance management processes with financial arrangements and to ensure they are in accordance with MAT policy, employment law and finance regulations.

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- Liaise with the CEO & Accounting Officer and COO on all HR issues within school and any staffing changes to map them into forecasts and budgets.
- Conduct reviews of the school's staffing structures to ensure effective deployment of staff and financial efficiency
- Conduct analysis of MAT and school efficiencies – including tools such as curriculum financial planning, benchmarking and budget resource management analysis.

Compliance

- Ensuring the Academy stays in line with key regulatory requirements e.g. submitting teacher pension returns, budget forecast returns and other aspects as set out in the Academies Financial Handbook, My Public Money and The Charities Act.
- Manage the school's compliance with statutory finance obligations, and advise senior leaders, governors and directors on the relevant legal, regulatory and ethical requirements
- Track all MAT policies with finance aspects and ensure they are updated in accordance with the policy review schedule

Administration

- Keep accurate and full financial records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection lead within school with ensuring data protection compliance and helping the school community understand how to comply with data protection law

General

- Be aware and apply child protection procedures. Be compliant with the Data Protection Act and Computer Misuse Act and ensure all staff follow these regulations.
- To be highly competent and efficient in multi-tasking and setting priorities.
- To undertake available training opportunities and demonstrate a commitment to continuous development. To keep abreast of new developments and share with all staff as appropriate.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the Trust Strategic Leadership Team.
- To perform such other tasks as may reasonably be required by the Trust.
- To carry out the above duties in accordance with the Local Authority Equal Opportunities Policy.
- At all times to remain professional and loyal to the Trust, upholding its Mission Statement and whole school values.

Additional Support to Newman Trust Strategic Leadership Team

- Provide appropriate expertise in relation to strategic finance developments.
- Share expertise and provide professional development and training to staff to increase finance awareness and skills across the trust.
- To attend meetings when required, particularly Local Governing Committee provisions and finance meetings.
- Maintain and support with the updating of the MAT Business Emergency and Continuity Plans.

Other Duties and Responsibilities:

1. It is the responsibility of all employees to adhere to the Staff Code of Conduct and support, model and uphold the Catholic ethos of the school.
2. The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for safeguarding children.
3. To uphold the anti-bullying and behaviour policy
4. To participate in the development of collaborative working within the Trust's partnership with other local Catholic schools.

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5. It is the responsibility of each employee to carry out their duties in line with Academy, Diocesan and Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies, the Equality Act 2010 and obligations under the Race Relations (Amendment) Act 2000.
6. To participate in the operation of the Academy's Personal Performance Development Scheme.
7. To work as a staff team to maintain high standards of upkeep and safety of staff and common areas including as part of duty rotas
8. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policies, organisation and arrangements for Health and Safety at Work.
9. Such other duties as may be appropriate to achieve the objectives of the post to assist the service area in the fulfillment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes including reporting to the Board of Directors on a termly basis to enable them to ensure statutory responsibilities are being met and to ensure there is an adequate budget plan in place to maintain staffing and maintenance needs.
10. All staff within the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

Signed:

Date:

Signed:

Date: