**LEARNERs’ TRUST**

**Chief Finance Officer – Job Description**

**Job Purpose:**

The role of the CFO is to provide high quality leadership and management of the Trust’s financial functions, in order that the Trust can run efficiently and effectively in delivering its vision, aims and objectives.

The CFO will work with the Board, the Executive Team and schools, to establish the vision for the future financial management of the Trust. The CFO will contribute to the Board’s strategic decision making, whilst taking advantage of economies of scale by centralising contracts and by rationalising the accounting function as appropriate to the Trust’s present and intended structure.

The CFO will ensure that sound and appropriate financial governance and risk management arrangements are in place across the Trust, that budgets are prepared and monitored and that annual accounts are delivered in accordance with the Academy’s Handbook, the Education Skills and Funding Agency guidelines and with all statutory requirements.

**Main Duties:**

**Strategic Leadership**

1. To be a member of the executive team, providing strategic advice to the Trust Board, taking the lead on all matters related to the Trust’s finances.
2. To work with the Board, Headteachers and the Executive Team to enable the CFO to take control of the human resource allocated to finance across the Trust, in order to ensure that it is efficient in delivering the Trust’s aims and objectives.
3. To be the key spokesperson for the Trust on all matters related to finance.
4. To be the Trust’s financial authority, ensuring the quality and integrity of financial data.
5. To have overall responsibility for compiling the Trust’s annual budget; taking the lead role in developing, setting and monitoring the annual budget and advising the CEO, Trust Partners and Headteachers appropriately.
6. Take the lead in compiling and maintaining a 5-year financial plan for the Board, using up to date intelligence to update the assumptions on which these plans are based.
7. To advise the CEO, Trustees, Trust Partners and Headteachers on financial strategy which supports and develops the Trust’s vision, aims and objectives.
8. Together with the CEO and Chief Operations Officer, prepare or update annually the Trust’s Business Plan.

**Financial Management and Compliance**

1. To ensure that financial standards are complied with, in line with current legislation and the requirements of the Academies Financial Handbook, ESFA, Companies House, Charities Commission, HMRC, Pension providers and other organisations as required.
2. To develop robust financial management policies, processes and reporting systems to satisfy audit requirements and those of the ESFA.
3. Ensure that an effective structure is in place to provide ongoing consolidation, reporting and analysis of figures to check viability and cash flow and report accordingly to stakeholders.
4. To ensure the Trust has in place sound internal control, risk management and assurance processes.
5. Lead the process of developing centralised contracts, where the business case shows Prepare year end accounts in liaison with auditors and the Trust Finance Committee and head teachers.
6. that this would be cost effective, including insurance, energy, payroll, PAYE, VAT, corporation tax, IT, grounds maintenance and catering.
7. Produce and present regular detailed financial reports on revenue and capital funds to the CEO, headteachers and the Trust Board.
8. Provide training for key finance stakeholders in order to ensure that they understand their responsibilities and carry them out effectively.
9. To advise the Trust on its risk profile in relation to legal obligations, business objectives and public expectations and, together with the CEO and Chief Operations Officer, to prepare and maintain a risk register.
10. To act as Company Secretary and to ensure that the Board are appropriately advised on matters of regulation and to ensure the Trust is compliant with Companies House and other relevant regulatory requirements.
11. To act as a professional lead and provide sound technical advice and guidance to Trust and School Business Managers.
12. Ensure best value principles are applied to all appropriate purchasing decisions.
13. To lead the process of internal benchmarking of services in order to ensure best value and to compare financial performance against other schools and trusts.
14. To ensure systems, processes and procedures are robust and meet the needs of the changing educational environment, and all finance staff are fully equipped to meet the needs of the organisation.

Other duties and accountabilities

1. To attend and contribute to Board meetings, including the Trust Finance Committee and to share responsibility with the executive team for implementing the decisions of the Trust.
2. To represent the Trust to external agencies, as appropriate.
3. To maintain confidentiality at all times in respect of Trust and school-related matters and to prevent disclosure of confidential and sensitive information.
4. Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Executive Head and Principals;
5. Ensuring compliance with the Trust’s Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity;
6. Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Executive Leadership Team.

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Chief Finance Officer will be line managed by the CEO, who is accountable to the Board for the CFO’s performance. The CFO will have functional management control of Business Managers in the finance area and will set appropriate business objectives for them.