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Chief Finance Officer

Recruitment Pack

June 2022

**INTRODUCTION FROM SHARON MULLINS, TRUST LEADER**

Dear Applicant,

Thank you for your interest in becoming our Chief Finance Officer at Embrace Multi Academy Trust.

This is an exciting time for us as a trust and we are seeking a new member of our executive team to lead finance operations across the trust and its academies.

At Embrace, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, bespoke visits help us to strive for the very best outcomes across all our schools.

We are ambitious for our schools and children. This means we are committed to ensuring excellent teaching and learning. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts.

As a trust, we believe in working together to share excellent practice whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way our schools can ensure that the curriculum and wider opportunities and experiences engage and motivate our pupils/students.

Working at a trust with a secondary school and seven primaries you will need to be able to demonstrate an understanding of all aspects of the financial procedures relating to the education sector and support the trust growth strategy.

You will oversee and manage a small team of a finance manager, two finance officers and a payroll administrator. The role will demand close working partnerships with all of our schools and stakeholders, whilst liaising closely with other central team members and myself as trust leader.

This is an excellent opportunity to join a growing trust and be able to shape our future.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

Many thanks

Sharon Mullins

Trust Leader

**Embrace Multi Academy Trust**

***‘Learning for Life’***

**CHIEF FINANCE OFFICER**

*Full-time (52 weeks), permanent, based at the School Bungalow, Croft Primary School, Brookes Avenue, Croft, LE9 4GJ*

**Salary:** Grade 15 (£55,428 - £61,176)

**Required:** For start of 2022/23 academic year or as soon as possible after that.

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Embrace Multi Academy Trust is seeking to appoint a Chief Finance Officer to lead, manage and co-ordinate the financial requirements and processes across the trust, and its academies. The trust currently consists of eight schools; one secondary and seven primaries, but growth plans should see expansion quickly in the coming years. You will have management of a finance team of four staff and support the ongoing operational development of our schools. Ensuring that your role responds to the trust’s needs and delivers the trust’s visions and aims you would be working closely with the trust leader (CEO).

**Why Embrace?**

* We offer the opportunity to be part of a cohesive, friendly and skilled team.
* We value all members of staff alongside professional and supportive staff relationships.
* We have a focus on staff wellbeing and provide access to wellbeing support services, a dedicated wellbeing website and employee discount schemes.
* We support professional development via in-role training to develop your skills and knowledge.
* We have flexible working opportunities.

**Why you?**

* You are a qualified and experienced accountant able to take lead responsibility for the trust financial arrangements and requirements.
* You are highly organised and an effective communicator.
* You have commitment to partnership working across our schools and with external stakeholders.

Embrace Multi Academy Trust was formed in April 2019 and is a Church of England majority trust, built upon the importance of positive relationships amongst all involved. Our schools retain their own individuality, but the trust is always there to provide advice, guidance and support for each school. Our schools work well together and support one another in raising standards.

**Closing date for applications:** 30 June 2022 at 9am. (shortlisting on 1 July 2022)

**Interviews to be held:** 6 July2022**.**

References will be requested for all shortlisted applicants before interview.

Further details are available via Eteach or from the vacancies section of the Embrace Multi Academy website at [www.embracemat.org/vacancies](https://www.embracemat.org/vacancies). Informal enquiries to [admin@embracemat.org](mailto:admin@embracemat.org)

The post is considered to be regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

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*Embrace Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.*

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| **Academy:** | | EMAT CENTRAL TEAM |
| **Job Title:** | | CHIEF FINANCE OFFICER |
| **Grade:** | | 15 |
| **Responsible To:** | | TRUST LEADER (CEO) AND TRUSTEES |
| **Responsible For:** | | FINANCE (SUPPORT) OFFICERS AND PAYROLL ADMINISTRATOR |
| **Key Relationships/**  **Liaison with:** | | Trustees/Board, Governors, Trust Leader/CEO, Headteachers/Principals, external stakeholders and support services. |
| **Job Purpose:** | | Maintaining a secure overview of the management of all financial issues within each of the trust’s academies and the trust as a whole. Ensuring the financial sustainability of the trust. Advising the CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the trust and on strategic matters, within the framework for financial control determined by the Board. Upholding good governance and ethical behaviour including good accounting practices in the finance function and ensure the trust upholds good accounting, reporting and internal control systems. |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | |
| 1. | Keeping the CEO and the Board up to date with the latest Education and Skills Funding Agency (ESFA) changes and other statutory guidance and providing filtered briefings. | |
| 2. | Maintaining effective systems of internal audit control. | |
| 3. | Reviewing trust policies, processes and procedures to ensure compliance with various external regulations including ensuring all forms and returns required regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts are prepared and submitted in the formats specified and by the relevant filing deadlines. Ensuring compliance with PAYE, NI, VAT and other relevant legislation. | |
| 4. | Providing efficient financial assistance to the CEO, the board and headteachers regarding all aspects of financial management within the trust. | |
| 5. | Coordinating the writing of the annual report and preparing the consolidated financial statements in the statutory format specified by the ESFA, Companies Acts and Charity Commission. Arranging a timeline and detailed checklist of work to be done in house and by the external auditors to ensure the audited statutory accounts are filed with the ESFA by 31st December. | |
| 6. | Developing checklists for month-end reports to ensure that reports are prepared on a reliable and consistent basis and preparing the consolidated monthly management accounts. | |
| 7. | Maintaining a strategic financial plan including a 3-year budget plan for each academy and the trust as a whole. Plan and implement the structure of finance/business across the MAT. | |
| 8. | Leading the preparation and delivery of an annual draft budget plan for each academy, and for the trust as a whole, for consideration by the Finance and Audit Committee and the Trustees before the start of each relevant financial year. Leading budget reviews at appropriate intervals in the financial year and reporting to Finance and Audit Committee and Trustees. | |
| 9. | Monitoring expenditure and income and reporting on a monthly basis to the CEO and Chair of Trustees and submitting reports on each academy’s financial position to each meeting of the Finance and Audit Committee. | |
| 10. | Monitor in-year and cumulative reserves, approving spending from reserves where appropriate and reporting to the Finance and Audit Committee. | |
| 11. | Advising the CEO and the Board if fraudulent activities are suspected or uncovered. | |
| 12. | To contribute to the maintenance of the trust’s risk register as part of the executive team. | |
| 13. | Liaising with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal audits as required. | |
| 14. | Developing and maintaining the in-house finance procedures manual that sets out the trust’s operational procedures, combining best practice and adhering to ESFA requirements including the Academy Trust Handbook. | |
| 15. | Leadership and management of the central finance staff providing support and guidance as necessary and, as appropriate, to those staff in individual academies with financial responsibility. | |
| 16. | Cooperating with, initiating and managing, internal and external audit procedures including liaising with the trust accountants and internal auditors. Ensuring all points raised by internal or external audit are addressed in a timely manner and appropriate improvements to procedures actioned. | |
| 17. | Attending relevant committee meetings (Finance and Audit, LGB, Board, Embrace Multi-Academy Trust Board) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated. | |
| 18. | Supporting or leading financial and operational risk assessments and assistance with implementation of appropriate safeguards. | |
| 19. | Receiving, analysing and interpreting financial reports, communicating findings in a simplified manner when necessary. | |
| 20. | Researching, leading and advising the CEO and headteachers on additional funding, revenue/ income opportunities and additional business opportunities. | |
| 21. | Preparing appropriate bids or tender documents to acquire identified additional funds or grants (responsibilities are developed collectively). Overseeing tenders for service contracts ensuring best value. | |
| 22. | To conduct financial due diligence on all academy conversions, working in partnership with the wider executive team to ensure the smooth transition of staff as well as other financial aspects of transfer to EMAT. | |
| 23. | Maintaining an overview of the purchasing practice of all the trust’s academies and providing best value options for key purchases of goods and services. | |
| 24. | Overseeing tenders for service contracts ensuring best value. | |
| 25. | Reviewing benchmarking information for each academy, and the trust as a whole using School Resource Management and other benchmarking tools. Highlight areas for investigation and report to headteachers, CEO and Finance and Audit Committee as appropriate. | |
| 26. | Maintaining, developing and evaluating the payroll service ensuring all staff are paid accurately and timely. | |
| 27. | Working with headteachers and staff with financial responsibilities to identify sources of additional funding to support the trust’s programmes and development. | |
| 28. | Undertaking other duties commensurate with the job level. | |

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

(a) The nature of the work may involve the postholder carrying out work outside of normal working hours.

(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the service.

(c) Expenses will be paid in accordance with the Local Conditions of Service.

(d) This post is subject to an Enhanced DBS check regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Embrace Multi Academy Trust and the academies which form part of that seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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| **Academy:** | EMAT CENTRAL TEAM | | | |
| **Job Title:** | CHIEF FINANCE OFFICER | | | |
| **Grade:** | 15 | | | |
|  | | **Essential** | **Desirable** | **How assessed** | |
| Qualifications  * + - * Hold a degree or equivalent qualification in a finance related discipline.       * Be a qualified accountant. | | ****  **** |  | App/Doc | |
| Experience  * Working at a senior level with financial management systems. * Working in an educational setting. * Leading and managing budgets. * Designing and implementing financial management processes and controls. * Managing procurement and contracts. * Generating income and preparing bids. * Managing and working in a large organisation which operates across multiple sites. | | ****  ****  ****  ****  ****  ****  **** |  | App/Ref/Int | |
| Knowledge and Skills  * Up-to-date knowledge of accountancy and professional codes of practice. * Advanced knowledge of statutory requirements and funding strategies regarding the education sector. * Experience of obtaining additional funding. * Experience of working with external auditors and agencies. * Proven awareness and respect for the highly sensitive status of information and its confidentiality. * The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view. * Excellent written/verbal communication skills. * Interpret complex financial information and statute, and devise policies and procedures in light of these. * Work as part of a team as well as work independently. * Work effectively with colleagues, trustees and governors. * Manage projects and lead a group. * Efficiently collate and analyse data. * Effectively demonstrate a high level of computer skills. | | ****  ****  ****  ****  ****  ****  ****  ****  ****  ****  **** | ****  **** | App/Ref/Int | |
| **General Circumstances**   * Excellent analytical and problem-solving skills. * An understanding of the principles and practice of risk management. * A good attendance and punctuality record. * Excellent time management and organisational skills. * High expectations of self and professional standards. * The ability to maintain successful working relationships with other colleagues. * A willingness to work outside of normal office hours, where necessary. * High levels of drive, energy and integrity. * Able to promote good behaviour consistently. * Able to plan and take control of situations. * Able to work flexibly, attending and contributing towards meetings and training outside of own specified work hours. * Committed to contributing to the wider trust and its community. * Capable of handling a demanding workload and be able to successfully prioritise work. | | ****  ****  ****  ****  ****  ****  ****  ****  ****  ****  ****  ****  **** |  | App/Ref/Int | |
| **Factors not already covered**  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. | | **** |  | Med | |

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**