



The North Cotswold Schools Federation MAT

Chief Finance Officer Job Description

Job title	Chief Finance Officer, North Cotswold Schools Federation MAT
Location	Flexible, within the North Cotswold Schools Federation (NCSF): • St. James' and Ebrington CofE Primary School (Chipping Campden) • Cold Aston CofE Primary School • Longborough CofE Primary School • Swell CofE Primary School • St Andrews CofE Primary School
Reporting to	Chief Executive Officer
Line Management	Trust Business Manager and Finance Officer

Key Responsibilities and Accountabilities:

The Chief Finance Officer (CFO) will work alongside and report directly to the CEO fulfilling both a technical and leadership role including: ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets, and ensuring the delivery of annual accounts.

To develop and manage financial regulations and procedures to enable the Trust to fulfil its statutory financial accountabilities and responsibilities effectively, efficiently and compliantly.

As a member of the Executive Leadership Team uphold and live out the Trust vision, building effective relationships across all Trust schools and the wider local community

This post requires appropriate qualification for example AAT, ACCA, CIMA, CIPFA, ACA and/or appropriate experience.

- To develop and oversee all financial policies and procedures to ensure compliance with the Academy Trusts Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
- To work closely with the Trust auditors on producing the appropriate financial reports for the MAT Board, Finance & Resources Committee, Local Governing Bodies and Leadership Group.
- To support and advise the Board of Directors and Chief Executive Officer on effective, efficient and compliant Trust financial management and operation.
- To support and advise the Trust on effective, efficient and compliant Trust financial governance and management, providing well informed short, medium and long term financial analysis and forecasting.
- To support the Trust Business Manager and Finance Officer within the Trust Central Team acting as line manager, undertaking their performance reviews.
- To support Heads of Schools in the Trust in managing their school finances in alignment with Trust financial regulations, procedures and reporting.
- To prepare and manage the Trust budget, working with the Chief Executive Officer and the Board of Directors.

- To prepare and submit all financial returns as required by the Education and Skills Funding Agency, Companies House or prevailing financial regulation and any other regulatory body as required.
- To ensure all statutory reporting on behalf of the Trust is accurate and timely.
- To ensure appropriate internal audits are carried out for the Trust using either an external firm/company to undertake this role or taking on the role of Peer Reviewer for another Trust in a reciprocal arrangement.
- To organise and support the annual independent financial external audit of the Trust.
- Preparation of Trust Financial Statements with the external auditor in a timely manner for Trust review and approval.
- To ensure follow up on any recommendations from internal or external audit reports.
- To ensure any tax obligations are discharged correctly and effectively.
- To liaise with relevant government agencies as required.
- Prepare, monitor and present monthly management accounts, cash flow and balance sheet, with report to Directors in line with the Academy Trust Handbook, forecasting overall spending within the Trust, making any recommendations to the Board of Directors as required.
- To ensure the Trust complies with statutory requirements such as GDPR/Data Protection and the Freedom of Information Act.
- To attend regular meetings with the Board of Directors.
- To oversee the implementation of the Trust financial software system including any additional functionality and updates organising appropriate training for colleagues.
- To oversee the Trust's banking including reconciliations and monitoring of cash flow.
- To actively seek out opportunities for continuing professional development and training.
- Any other duties required that are commensurate with the grading of the post.
- To undertake CPD courses as necessary for professional development, networking and training.
- To attend relevant INSET days and twilights sessions for CPD.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Chief Executive Officer.

Safeguarding

- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.
- Deal with child protection issues, reporting any concerns to the Designated Safeguarding Lead or the Deputy and record factual information accurately.
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times.

Notes: This job description may be amended at any time in consultation with the postholder.

Last review date: September 2026

