

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Chief Finance Officer
Reporting to	CEO
Job purpose	Reporting directly to CEO, and working as part of the Trust Senior Leadership Team, the Chief Financial Officer will be responsible for ensuring the effective strategic leadership and management of financial operations and operational support services,
Key Areas of Responsibility	<ul style="list-style-type: none"> • To act as the Trust's Chief Finance Officer providing advice on strategic financial issues and be responsible for financial management, and oversight of estate and facilities management including health and safety, risk management and procurement and Human Resources. • To offer advice and insight to the Trust, SLT and trustees in determining the strategic business direction of the Trust • To provide leadership and management of central services including the academy finance function to ensure Weaver Trust operates according to best practice standards and continues to deliver VFM. • To provide strategic direction and management of Finance, • To provide operational management and co-ordination of central support staff. • To maximise opportunities available to Weaver Trust for generating revenue from its assets
Line Management and Key Line Management Responsibilities	The Chief Finance Officer will report directly to the CEO and will work closely with the Director of Education to oversee the work of all support staff in the school. They will directly line manage the Central Trust Finance Manager and oversee the work of finance administration and facilities staff in schools.
Key Tasks and Accountabilities	<p>Finances:</p> <ul style="list-style-type: none"> • Own and continually develop the three-year plan and budgets based on the Trust's estimated revenue and funding and trends in expenditure, to enable the CEO and the Trust Board to make effective strategic long-term decisions • In partnership with the CEO, manage the Trust's annual budget to ensure it is balanced, realistic, and represents cost-effective use of public funds whilst ensuring the longevity of the Trust • Monthly monitoring of the budget including the forecast full-year outturn and advise the CEO and Board on remedial action required as necessary. • Comply with all financial and regulatory reporting requirements and, working with the external auditor, timely submission of statutory returns to the ESFA and Companies House. • Develop and implement the Trust's fundraising and income generation strategy. • Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money in conjunction with the leadership team. • Support each school's leadership team in developing and delivering a strategic approach that maximises lettings revenue and develops community links and leads on establishing links with the local community in this regard.

	<p>People Services</p> <ul style="list-style-type: none"> Working with the HR Manager, ensure that employment contracts are up to date for each member of staff and confirm links through to payroll are up to date. Oversee the implementation and delivery of a staff appraisal system with feedback to the leadership teams. System to link back to pay progression and staff development needs. <p>Estates Strategy:</p> <ul style="list-style-type: none"> Manage the Trust Operations Manager who supports each school's Site Maintenance staff to develop and maintain a strategic plan for site maintenance and development in the short, medium and long-term. Oversee estates, grounds and IT projects as directed by the CEO, working alongside relevant managers to ensure coordination and delivery. Lead on the Trust's compliance with regulatory and statutory requirements (e.g. GDPR) relating to finance, estates and IT. <p>IT Strategy and Operations</p> <ul style="list-style-type: none"> Support the IT Manager in leading the development and implementation of the IT Development Plan in line with the overall Trust strategy, within the context of each school. Oversee the maintenance of the Trust website ensuring all websites are compliant and promotes the ethos of the Trust. Oversee the development and implement of an IT Disaster Recovery plan for the MAT.
<p>All employees have the responsibility to:</p> <ul style="list-style-type: none"> Ensure any documentation produced is to a high standard. Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. Participate in training and other learning activities as required. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. To promote the area of responsibility within the Trust and beyond. To represent the Trust at events as appropriate. To support and promote the Trust ethos. To undertake any other duties and responsibilities as required that are covered by the general scope of the post. 	

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the CEO will revise this job description from time to time and will consult with the post holder at the appropriate time.

Chief Finance Officer - Person specification

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Degree or equivalent level qualification • Qualified accountant, or working towards accounting qualification (ACCA, ICAEW, CIMA or QBE) • Experience in financial management and/or accountancy • Experience of managing complex strategic plans • Strong track record of successful leadership at a senior level • Experience of handling commercial contracts and 3rd party contractors/suppliers • Experience of utilising assets to maximise generation of income • Experience of project management, planning, managing and monitoring of work. 	<ul style="list-style-type: none"> • Experience of relevant work within the education or charities sector • Further accounting qualifications
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent analytical skills – ability to analyse complex data and information and use this to monitor and support activities to promote solutions. • Strong business and commercial acumen to support the Trust as it grows and develops • Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience • Ability and willingness to hold others to account for their performance • Results focused, with the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales • Ability to build a vision and communicate clear purpose and sense of direction • Skilled in strategic planning and able to deliver a culture of outstanding performance to achieve targets • Excellent written and oral communication skills – including ability to present engagingly to a variety of audiences in an authoritative and persuasive manner • Computer literate and confident in the use of IT applications required for the role. Training will be provided as needed with relevant IT applications if needed. • Knowledge and understanding of the Academies Financial Handbook and the Academies Accounts Direction 	<ul style="list-style-type: none"> • Knowledge of funding, regulatory and legislative environment of academies • Knowledge of educational policy developments and implication for in-school practices
Personal Qualities	<ul style="list-style-type: none"> • Comply with the Nolan principles for the conduct of people in public life. • Professionalism –Acquire and apply the knowledge, skills and best practice that enable finance staff to meet customers' needs to consistently high standards • Integrity – doing the right things. Act in a manner that is honest, open, impartial, objective and fair 	

- Partnership – working together. Work with others to develop mutual respect, understanding and trust to enable the organisation to achieve its objectives
- Innovation – changing for the better. Develop an environment that encourages enterprise, challenge and creativity. Use different perspectives to challenge and improve the way things are done
- Commitment – seeing things through. See things through to the end, putting the task and needs of others first. This requires loyalty, the willingness to take responsibility and the energy and determination to succeed
- Excellence – Demonstrate quality in the work carried out, and constantly improve performance, always giving one's best
- Flexibility – Find better ways to deliver results through research, experimentation, new ways of working and accepting the challenge and benefits of change.