



The Three Saints Academy Trust

Chief Finance and Operations Officer (CFOO) Job Description

Post Title: CFOO

Salary Range: £68,416- £85,520 dependant on experience

Responsible to: Chief Executive Officer & Trust Board

Purpose of Job: As a member of the Executive Team, the Chief Finance and Operations Officer will play an important part in setting the direction of strategic development of the Trust, in addition to overseeing the day-to-day operations across the Trust.

Overview:

- Assume a critical and significant role in setting the direction of strategic development of the Trust, in addition to overseeing the day-to-day operations across the Trust.
- Work closely with the CEO to establish a detailed finance strategy, including a forward thinking and outward facing income generation roadmap for which they will then be responsible in terms of implementation and delivery
- To develop/implement robust, effective, and efficient finance protocols and practice that enables longer term financial planning
- Work closely with the IT provider to implement and be responsible for, a 21st century IT strategy that ensures teaching and learning is at the forefront of delivery and harnesses the recent developments available to schools through blended learning
- Be responsible to take that strategy and put it into practice
- Ensure robust, cohesive systems are in place to support the day-to-day operations of the Trust and, in doing so, ensure our schools receive the very best support that is possible allowing them to concentrate on what they do best: teaching and learning
- Be responsible for an effective and cohesive business strategy working closely with, and line managing all business departments (HR, finance, estates) ensuring successful evaluation, planning and delivery of Trust business including compliance, feasibility, risk, opportunities and overseeing business cases for CEO/Board consideration.
- Ensure innovation, creativity, and an eye for success ensuring TTSAT remains at the forefront of MAT development based on a strong financial footing.

Main Responsibilities:

- The overall purpose of this post is to provide strategic and operational leadership and management of all business services for the Trust.
- Be responsible for all financial matters related to the Trust, including the provision of robust budget planning and financial reporting to enable the Trust to achieve its aims and objectives.

- To promote best practice and to ensure compliance in all non-education related Trust matters in accordance with the ESFA Academy Trust Handbook, the requirements of the DfE and other related external organisations (such as HSE, Food Standards Agency etc)

Principal Accountabilities

Strategic and operational business leadership and management

- Deliver a cohesive, cost-effective business strategy that ensures high quality service and support to our schools
- Line manage senior roles within the wider central team (Finance & HR Manager, Estates Manager) delivering a highly effective and high performing function.
- Advise Executive Team/Central Team on effective and efficient grant making and other fund distribution
- Implement and deliver, where applicable, projects to improve integration of systems and processes
- Provide robust operational procedures and quality and service standards; manage Trust-wide business quality assurance processes

Financial Management

- The CFOO is responsible for the strategic and operational management of the Trust financial strategy.

The CFOO will have responsibility for the following:

- Budget planning, Financial Statements, Management Accounts
- Month End and Year End Completion
- Financial Compliance
- Budget Preparation
- Financial Reporting
- Income Generation
- Financial monitoring – including payroll and staff pensions Securing “best value” in all areas

Audit services (internal and external)

- Make strategic finance planning recommendations to the Finance Committee and Board
- Deliver external & internal audit and ensure compliance with regulatory bodies
- Ensure efficient management of accounting system and processes
- Agree operational budgets to ensure sound budgetary control and forecasting
- Deliver financial reporting: operational management, Board, Committee and for statutory purposes
- Advise the CEO on cost recovery, including time allocation, new business feasibility, pricing

- Manage the financial aspects of capital and other one-off projects

Learning and teaching platforms, communications platforms, and data management

- Work with IT provider to develop, implement and be responsible for, a 21st century IT strategy that ensures teaching and learning is at the forefront of delivery and harnesses the recent developments available to schools through blended learning.
- Develop, implement and be responsible for an IT strategy that is cost effective and effectively supports the business needs of the Trust.
- Responsible for the management of suppliers to ensure the optimised, sustainable and cost-effective delivery of services to meet Trust requirements, across these systems and platforms:
 - Website design and maintenance
- Responsible for the management of the data environment: compliance with data protection including GDPR, charity and fundraising regulations and best practice

Governance and Compliance

- Oversight of all non-educational related compliance matters across the Trust
- Responsible for internal reviews and audits to ensure compliance procedures are followed
- Lead on the identification and review of risks and actions to mitigate risks ensuring the risk register is up to date at all times
- Oversight of appropriate compliance reports for Trustees
- Ensuring all regulatory policies are up to date, implemented and communicated
- Responsible for Trust compliance with the Academy Trust Handbook, Articles of Association, and all committee terms of reference

Common Responsibilities Profile and Communications

- Raise the profile of TTSAT; engage with other Trusts, networks, and forums
- Contribute to the development of TTSAT strategy
- Contribute to the regular review of performance against strategic priorities, outcomes, and objectives
- Provide regular line management support of team members, monitor the quality, and focus of their work, provide guidance where required
- Provide an annual performance appraisal of team members, review the quality, consistency, and timeliness of their work against agreed objectives/priorities
- Set objectives, tasks, and workload for the year ahead and agree professional development and training opportunities

Team Management

- Establish an annual Team workplan, drawn from the TTSAT strategic plan
- Provide leadership for the team through regular review of team performance and achievements

- Celebrate accomplishments and learn from success and failure against objectives
- Agree professional development and training opportunities for the team.
- Contribute to planning, organising, and managing resources against a timeline to successfully complete project objectives
- Monitor time and resource allocation of self and managed staff, to assist with time and cost control management

Personal Professional Development and Training

- Engage in opportunities to develop skills, experience, and knowledge, focussed on the role profile

Additional conditions

- All staff have a responsibility for promoting and safeguarding the welfare of children and young people.
- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the TTSAT.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.

- The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the TTSAT Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them.
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the TTSAT.
- This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder.