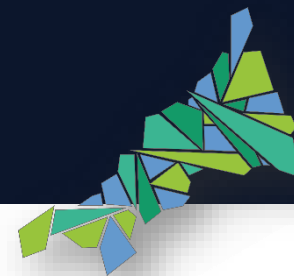


# Chief Financial Officer

## Job Description and Person Specification



### Job Description

#### Job Details

Role Title:	Chief Financial Officer (CFO)
Department/Team:	Finance Services Team
Responsible to:	Chief Executive Officer (CEO) / Chief Operating Officer (COO)
Responsible for:	Management Accountant Senior Finance Processors Finance Processors
Grade:	Kernow Learning Grade P (Scale Points 1-7) £69,957 - £85,029 FTE (as at 1 <sup>st</sup> April 2025)

#### Purpose of the role

The Chief Financial Officer has responsibility for leadership and accountability in regard to our trust's finances, ensuring effective management, reporting and recording, including budget planning, monitoring, control and communication of financial information for decision making.

The role will include:

- Managing trust finances including Kernow Teaching School Hub, Kernow English Hub, and Kernow Initial Teacher Education (KITE)
- Lead our trust's financial strategy, ensuring long-term sustainability and alignment with overall strategic aims
- Influencing finance decisions, supporting trust leaders in the strategic development, growth and operation of our trust,
- Upholding, promoting and modelling the values of the trust.
- Ensuring good financial management and ensuring full compliance with the Academy Trust Handbook.
- Managing the external audit and the annual controls assurance programme
- Support our CEO to carry out their statutory duties as Accounting Officer
- To uphold high standards of probity in the management of public funds, particularly regularity, propriety and value for money. To adhere to the 7 principles of public life (also known as the Nolan Principles)

#### Key Accountabilities, duties, and responsibilities

The duties and responsibilities listed below are indicative of the tasks our CFO will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

##### Managing our trust's finances

- To be the primary point of contact across our trust for financial management and statutory financial returns, actively seeking and circulating advice from the DfE and other professional agencies as required
- Maintain a secure overview of the management of all financial issues within our trust
- Lead our trust's financial strategy, including preparing the annual budget and 3-year plan, working closely with leaders and trustees to ensure delivery of our trust's strategic and financial objectives, and providing assurance that our trust can remain a going concern
- Develop financial management policies to underpin sustainable long term financial health and demonstrate robust assurance

# Chief Financial Officer

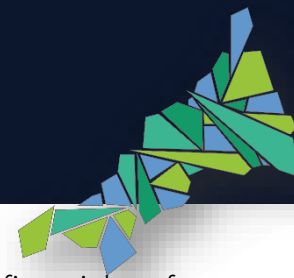
## Job Description and Person Specification



- To advise our CEO and Trustees of any concerns relating to present or future financial risks, financial controls, or potential irregularities – overseeing the implementation of procedures to minimise any risk of fraud
- Be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the Trust's financial strategy
- Lead on appropriate investment in contingency planning and establish reciprocal partnerships to enable financial activities to continue uninterrupted
- Monitor the financial performance of our schools and trust regularly and systematically and report the outcomes to our CEO, COO, our Finance, Audit, and Risk Committee, and our Board of Trustees
- Provide advice and guidance to trust leaders, including trustees
- Promote a culture of innovation and challenge in transforming financial performance
- Proactively manage cash reserves to maximise investment
- Take responsibility for accurate and timely financial reporting including an annual statement of accounts and monthly management accounts, and ensure that all reporting adheres to the requirements of the law and financial reporting standards to enable effective budgetary control
- Make the Board aware that appropriate action is being taken to maintain financial viability including addressing variances between the budget and actual income and expenditure
- Help trustees and leaders select key financial performance indicators and measure its performance against them regularly, including analysis in its annual trustees' report as explained in the DfE's Accounts Direction
- Ensure our trust manages its cash position robustly and avoids becoming overdrawn on any of its bank accounts so that it does not breach restrictions on borrowing
- Oversee the preparation and submission of statutory returns, including BFR, AAR, VAT, Corporation Tax, PAYE/NL, and pension scheme submissions etc.
- Develop, implement, and monitor our trust's financial policies and procedures in accordance with the Academy Trust Handbook, to ensure robust financial management systems are in place.
- Monitor income and expenditure budgets across the Trust, identifying and giving early warning of difficulties, taking appropriate action to address financial risks, problems, and irregularities.
- Raise any concerns about overall financial performance to the board, to allow for swift action if required
- Develop and maintain an effective controls assurance programme for our trust, including interrogation of audit reports and making recommendations for improvement.
- Manage the external audit procedures for our trust and follow up on any recommendations resulting from audits.
- Ensure that key strategic decisions are taken with a full understanding of the financial implications and that effective stewardship of public funds is maintained
- Ensure that all appropriate decisions are supported by accurate option analyses and business cases to ensure value for money
- Ensure the Trust decision making procedures give sufficient weight to financial implications and that the culture supports this
- Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning
- Consider new solutions/opportunities with appropriate consideration of risk
- Work with our COO to lead on our procurement strategy and how this translates into operation activity

# Chief Financial Officer

## Job Description and Person Specification



- Work with our COO and other colleagues to investigate ways of improving financial performance, including embracing digital solutions, and ensuring best practice guidelines are adhered to in each school
- Work with our COO and Estates Lead to manage our School Condition Allocation (SCA)
- Ensure that the right skills are in place to support effective financial management throughout the Trust and that appropriate training takes place
- Manage the English Hub and Teaching School Hub budgets in line with DfE requirements, including the Annex G annual audit procedures

### **Developing strategic objectives**

- Work collaboratively with our CEO and all other trust and school leaders
- Develop and lead a long-term financial planning process to support our trust in achieving strategic outcomes, embedding multi-year ICFP into all staffing and curriculum decisions to ensure financial sustainability
- Ensure effective budget allocation processes are in place to achieve the financial strategy and that risks are identified and managed, taking into account value for money in all decisions
- Ensure effective and proactive performance monitoring procedures are in place to deliver the financial strategy
- Support trust leaders to effectively manage change within our Finance Services Team and our wider Shared Services Teams, as well as across our trust
- Prepare appropriate bids or tender documents to acquire identified additional funds or grants and support any colleague in writing bids to secure external funding
- Lead financial planning for trust expansion

### **Operational responsibilities and compliance**

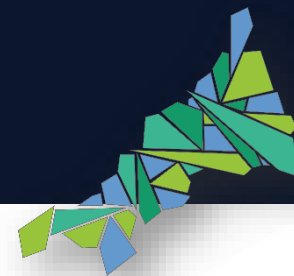
- Monitor our trust and schools' budgets (including oversight and quality assurance of the schools' budgets). producing/co-ordinating reports, forecasts and models as required
- Prepare monthly management accounts for our CEO and Chair of the Trust Board which will be made available for all trustees
- Provide ad hoc reports in a timely, accurate manner providing evidence-based analysis and narrative
- Prepare statutory financial returns required by the DfE, TPS, LGHPS and HMRC (including VAT) as required
- Support our Estates Lead and COO with capital building and refurbishment plans by managing 3-year capital budget planning and advising on implications for depreciation
- Attend Trust Board meetings to provide regular financial reports and to respond to Trustee challenge and questions
- Operate our trust's bank accounts and reconcile monthly, advising the CEO cash flow implications.
- Complete and submit financial returns as required by relevant authorities.
- Develop and manage the trust's financial management system (currently Iris Financials and IMP Budget Planner)

### **Investments and income generation**

- Advise our Board about its investment options within our trust's charitable aims
- Ensure investment risk is properly managed and our Board acts within its powers to invest as described in its articles.
- Prepare an investment policy for Board approval, to enable trustees to manage and track our trust's financial exposure, and ensure value for money.

# Chief Financial Officer

## Job Description and Person Specification



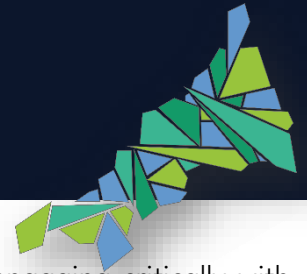
- Ensure our Board:
  - exercises care and skill in investment decisions, taking advice as appropriate from a professional adviser
  - tightly controls its exposure to investment products, so security of funds takes precedence over revenue maximisation
  - makes investment decisions in our trust's best interests
  - reviews our trust's investments and investment policy regularly
- Prepare a charging and remissions policy for trustees to consider and approve. The policy should ensure the costs of any chargeable activity are covered fully.

### Core Leadership Accountabilities

- Ensure compliance with relevant laws and sector requirements
- Lead the promotion and delivery of excellent financial management
- Manage cash reserves
- Monitor financial performance and report outcomes to our CEO and Trust Board.
- Monitor developments to legislation around payroll, pensions, and benefits, implementing changes and adapting processes as required
- Act as a representative for our Trust in external networks and forums, raising its profile, engaging with the wider sector, and ensuring that our Trust is alert to information, changes, and opportunities that could affect our work
- Work with our Estates Lead to maintain the Asset Register for our trust
- Work with colleagues responsible for contracts and procurement to create and maintain the contract register for our trust
- Work with our COO to ensure that our trust is benchmarked against other similar trusts both locally and nationally and that benchmarking data is shared with trustees and trust leaders to support planning and promote financial efficiency
- Provide strategic advice to our COO, CEO, Trustees and Headteachers (or equivalent) on all issues relating to financial matters
- Attend and participate in trust board meetings as required or requested
- Build close and effective working relationships with key partners
- Participate in the management of major projects, as required by our COO and CEO
- Uphold public trust in our trust leadership and maintain high standards of ethics and behaviour. Both within and outside Trust, our CFO must:
  - build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
  - show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
  - uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law
- As a senior leader in our trust community and profession, our CFO must:
  - serve in the best interests of our pupils
  - conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
  - uphold their obligation to give account and accept responsibility
  - know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities

# Chief Financial Officer

## Job Description and Person Specification



- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

### Professional Development

- Engage in own continuous professional development and that of finance team members
- Attend briefings and participate in professional development opportunities
- Keep up-to-date with educational developments and legislation affecting trust finances.

### Other Duties and Responsibilities

- Be aware of and work in accordance with our trust's child protection and safeguarding policies and procedures in order to safeguard and promote the welfare of children. To raise any concerns relating to such procedures which may be noted during the course of duty
- Be aware of and adhere to applicable rules, regulations, legislation and procedures including our trust's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR etc.)
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust
- The post holder is responsible for his/her own self-development on a continuous basis
- Operate at all times within the stated policies and practices of the Trust
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Take responsibility for safeguarding our children
- Contribute to the corporate life of our trust through effective participation in meetings and management systems necessary to coordinate the management of our trust
- The post holder will take responsibility for their own professional development and duties in relation to trust policies and practices
- To undertake other duties appropriate to, and commensurate with, the grading of the post as required.

Prepared by Kernow Learning  
May 2026

Agreed by:

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Chief Financial Officer

## Job Description and Person Specification



### Person Specification

We are committed to appointing the best possible candidate for the position of Chief Financial Officer at our Trust.

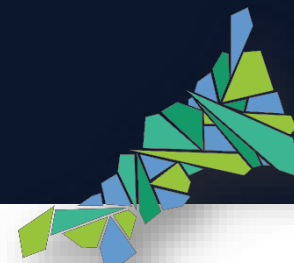
The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations, and harness all opportunities to create a climate of success and achievement for all.

Our Chief Financial Officer will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our Chief Financial Officer will be approachable and consistent; they will give and earn respect from our pupils, staff, and stakeholders.

Qualifications and training	Essential	Desirable
Educated to degree level or equivalent level 6 qualification	✓	
A professional accounting qualification (ie ACA, ACCA, CIMA, CIPFA, or equivalent)	✓	
Professional knowledge and experience	Essential	Desirable
Significant post-qualifying experience and in-depth professional knowledge acquired through experience	✓	
Experience managing significant financial resources within relevant regulatory frameworks	✓	
Experience of working with financial processes and procedures	✓	
Knowledge of statutory requirements, procedures, and regulatory requirements relating to academies	✓	
Proven track record of senior financial management and strategic leadership experience in the public or private sector and in driving improvement	✓	
Knowledge and experience of educational finance within the academy sector		✓
High level of IT competence	✓	
Experience of using financial software package	✓	
Experience of managing significant budgets, financial reporting, financial systems and cash flow	✓	
Strategic budget preparation experience	✓	
Demonstrable evidence of the successful management of teams	✓	
Experience of strategic planning and evaluation to bring about improved services	✓	
Experience of generating additional income and bid writing		✓
Experience of preparing monthly management accounts and reports and year-end accounts ready for audit	✓	
Knowledge of current legislation affecting such items as taxation, payroll, pensions and VAT	✓	

# Chief Financial Officer

## Job Description and Person Specification



Strategic financial management experience across multiple sites, ideally encompassing a variety of phases of education		✓
An understanding of the funding and financial management arrangements for academies including Department for Education reporting requirements		✓
Strong technical ability, able to understand and deploy Integrated Curriculum and Financial Planning tools	✓	
Experience of, and skills in, the use of a range of KPI's to evaluate and drive improvements and efficiencies in financial management	✓	
Proficiency in Iris Financials and/or IMP Planner		✓
<b>Personal and professional qualities</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrably trustworthy and able to act with integrity and ethically at all times. A values-driven leader with high ethical standards	✓	
Highly developed interpersonal and communication skills including influencing skills	✓	
Strong persuasive, influencing and interpersonal skills, with the ability to communicate clearly and confidently, both verbally and in writing	✓	
Excellent skills in strategic planning and strategic management of financial resources	✓	
Ability to present complex information to a wider audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, with the ability to report and challenge as necessary	✓	
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions, and utilisation of management information system	✓	
Strong decision-making skills, with the ability to make decisions and recommendations based on the analysis of option	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
Capacity to work under pressure to meet deadlines and organisational priorities	✓	
Analytical problem-solving capability, with well-developed emotional intelligence, judgement and political awareness	✓	
Effective leadership skills and the ability to inspire and challenge colleagues	✓	
Personable, but principled style of leadership and contextual, pragmatic understanding of resource management	✓	
Values working in a team and seeks out and respects the views of others	✓	
Ability to respond to changing priorities and demands	✓	
Able to demonstrate entrepreneurial/innovative thinking, leading to further income generation opportunities		✓
Commitment to colleagues' and own personal development	✓	
<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Ability to demonstrate a robust knowledge, understanding and commitment to the protection and safeguarding of children and young people	✓	