DAVENANT FOUNDATION SCHOOL

Chief Financial Officer and Business Manager

37 Hours per week 52 Weeks per year

£68,093 to £74,792 FTE (local government spine 49 - 53)

We are open to discussing flexible working patterns for this role, including hours, weeks worked, or occasional remote working.

Do you want to work in an outstanding Finance Department in a school that values its staff?

About Davenant Foundation School: Founded on a rich heritage and a vibrant Christian ethos, Davenant Foundation School is a thriving, inclusive community dedicated to inspiring both academic excellence and character development. We pride ourselves on providing a warm, supportive, and ambitious environment where every student and member of staff is encouraged to flourish. Collaboration, integrity, and a passion for learning lie at the heart of everything we do, making Davenant a truly special place to work and grow.

We are seeking a strategic, hands-on Chief Financial Officer (CFO) to join our Senior Leadership Team and safeguard the long-term financial sustainability of our Single Academy Trust. Serving as principal financial adviser to the Headteacher and Board of Trustees, you will provide decisive leadership across all financial, commercial, and business operations—ensuring our resources directly support the School Development Plan and deliver maximum value for our students.

Role Overview You will oversee day-to-day accounting, annual budgeting, multi-year forecasting, and statutory audits in strict compliance with the Academy Trust Handbook. Alongside managing a small finance and admin team and overseeing monthly payroll and pensions, you will drive non-grant revenue by strategically managing and promoting our school lettings and major contracts.

We are looking for:

- **Financial & Audit Expertise:** Proven track record in budgeting, 3-to-5-year forecasting, statutory reporting, and leading annual audits.
- **Regulatory Compliance:** Strong working knowledge of the Academy Trust Handbook, ESFA guidelines, charity/company law, GDPR, and public procurement.
- **Team & Payroll Management:** Experience leading finance/admin staff and overseeing monthly payroll, Teachers' Pensions, and LGPS administration.
- **Commercial & Stakeholder Acumen:** Ability to maximize lettings income, negotiate value-for-money contracts, and advise Trustees and Senior Leaders with confidence.

Safeguarding Notice:
We are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check and expected to share this commitment.

Davenant Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment.

How to Apply:
For further details and an application pack, please visit the school website: www.davenantschool.co.uk.

A short letter of application, along with a completed application form, should be submitted to recruitment@davenant.org by the closing date: **Wednesday 9th December 2026**.