



Atomix
Educational
Trust

Application Pack

Chief Financial Officer

Dear Applicant,

At Atomix Educational Trust, our dedication lies in building a team of exceptional educators, support staff and managers who embody excellence in their roles, as they play a pivotal part in achieving our vision for the future. We are steadfast in our mission to deliver quality education, vocational skills and provide authentic, real-world learning experiences that equip young people with the practical skills needed for success.

As we look ahead, our colleges remains outwardly focused continually seeking to extend opportunities for all young people. Beyond equipping our students with job-ready skills, we are deeply committed to engaging them in employability skills, empowering them to navigate the jobs market with confidence and resilience.

Additionally, we prioritise the reintegration of young people back into school environments, offering tailored support and resources, to ensure a smooth transition and continues success in their academic or vocational journey.

We take pride in our ability to retain dedicated staff members, fostering a stable and supportive work environment, where individuals can thrive and grow. Within Atomix Educational Trust, a diverse multi academy trust, there are countless advantages to be gained. As our trust continues to expand, exciting new opportunities emerge, providing avenues for professional development, career progression and the opportunity to contribute meaningfully to our evolving organisation.

Join us in our commitment to fostering an enriching and rewarding work environment, where every member of our team plays a vital role in shaping the future of education.

I hope you find the application pack useful and look forward to receiving your application.

Nichole Munro
Chief Executive Officer
Atomix Educational Trust





Atomix Educational Trust believes that increased collaboration across the educational phases will benefit all learners throughout their educational journey. The Trust exists to promote and facilitate collaboration between schools and the college to our mutual benefit.

The partners in our Trust accept a shared accountability for all our learners and focus on ensuring positive outcomes and progression, particularly at transition points across the key stages.

Aspiring to become an all-through Trust, our innovative approach seeks to promote ambition, aspiration and provide security and the keys to success for our young people, for their future and the benefit of the region.

Our Trust engenders a love of learning through an exceptional quality of educational provision in which every learner is inspired and supported to fulfil their potential, enhancing their personal development and benefitting their community.

We recruit and retain teachers, support staff and managers of the highest calibre by investing in their professional development through training and progression opportunities.

Our schools and college offer a friendly, caring environment with high expectations, aspirations and supporting the highest levels of achievement.

Our Trust works through partnership with employers, community groups and other agencies to make our region a great place to live, learn and work.





Due to the progression of our incumbent Chief Financial Officer (CFO), this exciting opportunity has arisen for a highly talented and meticulous CFO or aspiring CFO to join our evolving Trust. You will be at the heart of our Trust's financial health, building upon the financial legacy of our outgoing CFO to manage our budget of £16m and lead, shape and further develop our financial resilience at an exciting chapter in our journey, as our new CEO implements her vision across our unique mix of settings with our newly-restructured Trust Leadership team.

You will uphold responsibilities as set out in the Academies Trust Handbook, ensuring effective financial stewardship and provide top-tier leadership and ethical management for the Trust's internal finance operations. Through expert financial planning and analysis from you as CFO, we will ensure a smooth, efficient, and effective implementation of our objectives and strategic plan and progress towards a prosperous future in line with our vision.

You will be working alongside and supported by a talented Trust central team and Trustees who are ambitious and have high aspirations for our Trust. The CFO is directly responsible to the Chief Executive, who is the accounting officer for the Trust, and is ultimately responsible for the proper financial conduct of the Trust.

About You:

This role will appeal to an ambitious financial professional eager to make a difference and bring about transformative change. You will be a qualified accountant with professional accreditation (ACCA, CIMA, or CIPFA) and possess substantial leadership experience in senior financial roles, particularly within educational settings. Your extensive expertise spans financial and risk management, proficiently handling budgets, statutory accounts, and financial controls in line with the Academies Trust Handbook. You may be a current CFO or an ambitious Deputy CFO or Finance Manager looking for career progression and the opportunity to influence the future direction of our Trust.

You will boast a successful track record of implementing effective budget management and target setting, coupled with dynamic yet ethical leadership. You will have skilfully managed various income streams and engaged successfully with key external stakeholders such as the ESFA, DFE, Local Authorities, HMRC, and NAO. In addition, your commercially agile mindset enables you to lead the Trust's financial functions innovatively, identifying and capitalising on financial opportunities both internally and externally with the new Trust Director of Business Development. Finally, you will share the CEO's bold and ambitious vision for rapid growth and are committed to driving our Trust towards its strategic goals. This includes bringing your team on your journey, leading and influencing stakeholders and Trustees with credibility and resilience.

If you wish to discuss the role informally or would like to arrange a visit, please contact the HR Team at HR@atomix.ac.uk or 01287 280800 for further information.

Salary: SFCA Leadership Range L14 – L16 (£82,141 to £86,132 per annum)

Closing Date: noon on Friday 26th June

Interview Date: w/c 6th July

Start Date: 1st September 2026, or as soon as possible thereafter



Employee Benefits include:

- A highly ambitious Trust with a bold vision for growth and further partnerships with the local community
- A talented and collaborative Trust SLT to work alongside, with the opportunity to contribute meaningfully to our evolving organisation
- 40 days holiday entitlement
- Membership of Vivup, our Employee Benefits and Wellbeing Platform
- Membership of the Local Government Pension Scheme
- Opportunities for training and professional development
- Enhanced paternity leave provisions
- Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

An application pack can be downloaded from <https://www.atomix.ac.uk/careers/>. Please contact the HR Department at HR@atomix.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Safeguarding Information

Atomix Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**ATOMIX EDUCATIONAL TRUST
PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**
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TS14 6BU
Tel: 01287 280800
Email: HR@atomix.ac.uk



Reporting to the Chief Executive Officer

Salary: SFCA Leadership Range L14 – L16
Hours: Whole year with 40 days holiday entitlement.

The Chief Financial Officer will be responsible for the financial sustainability and development of Atomix Educational Trust (the Trust). The post-holder will provide high quality leadership and management of the Trust's finance and business functions to enable the Trust to run smoothly, efficiently and effectively in the delivery of the Trust's core aims.

The post-holder will lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. Not only will this role own the day to day numbers and provide insight to commercial decision making, the CFO will continue to build upon and embed a culture focused on working as a proactive member of the executive across the Trust, driving internal excellence and growth.

Job specific responsibilities

Strategy and Planning

1. Lead the Trust's financial strategy and operations, ensuring optimal resource utilisation and financial health.
2. Develop, oversee, and ensure adherence to the annual budget, setting financial targets for each academy within the Trust.
3. Serve as the primary point of contact for internal and external financial and registry matters, leading the development and implementation of robust financial policies and procedures.
4. Produce and manage comprehensive financial reporting, including statutory accounts, management accounts, cash flow projections, and tax and VAT returns.
5. Foster strong financial controls and regulatory compliance across all functions, ensuring adherence to guidelines set by the DfE and ESFA.
6. Oversee risk management, acting as the champion of the risk management and assurance framework, and coordinating all audit activities.
7. Provide strategic financial input and reporting to the Senior Leadership Team, College Management Team, Trust Board and local governing bodies.
8. Lead the financial planning and delivery of strategic projects, including capital development and financial health scenario planning.
9. Ensure timely and accurate data returns for funders and regulators, managing all aspects of financial compliance and reporting.
10. Develop and manage the finance team, ensuring professional growth, succession planning, and performance excellence.
11. As part of our commitment to the community, the CFO will also coordinate pro bono work to support local schools within the Trust's Corporate Social Responsibility framework.

Management and Leadership

1. To uphold good governance and ethical behaviour, including good accounting practices in the finance function and ensure the Trust upholds good accounting, reporting and internal control systems.
 2. To implement, monitor and review systems for financial planning and control including the upkeep of a manual of appropriate procedures, to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts.
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3. To advise on the development and implementation of Trust Financial Regulations and Standing Orders and to ensure that the Trust operate in accordance with current taxation law and within the requirements of the ESFA and its financial memorandum and the Trust Financial Regulations
4. To provide high level guidance and support on financial matters relating to the Trust
5. To supervise the preparation of reports, budgets and cash flow projections
6. To supervise the preparation of management and financial accounts
7. To present a monthly financial report and summary of issues to Heads of Centre.
8. To deliver any appropriate Staff, Governor and Trustee training
9. To develop, manage and ensure the security of accounting systems and procedures
10. Advise the CEO and the Board if fraudulent activities are suspected or uncovered.
11. To prepare and present financial reports to the Trust Board, Finance and Audit Committee and Local Governing Bodies
12. To monitor and control the budgetary process and to advise the Principal, Academy Heads, Governors and Trustees on action to be taken to ensure the effective management of the budget
13. To advise on banking procedures and ensure the efficient function of the banking process
14. To advise on the appointment of internal and external auditors
15. To advise and oversee the Trust's treasury management
16. To prepare annual accounts for audit and publication and in doing so liaise with external auditors
17. To make necessary arrangements and preparations for internal and external audit visits
18. To oversee the payroll process
19. To manage the finance function of the Trust and ensure that staff are appropriately trained for the duties they are expected to perform, and are provided with suitable development opportunities
20. To appraise the Finance Manager and agree development targets with them
21. To assist Heads of Centre with management of budgetary arrangements for and reports to budget holders
22. To apply an internal costings mechanism for all courses and programmes of study
23. Encourage good procurement procedures and practices throughout the Trust, and report at least annually to the Trust Board on Value for Money matters.

Quality Assurance

1. To undertake appropriate benchmarking exercises to ensure value for money/best value
2. To ensure that issues from Audit reports are addressed in an effective and timely manner
3. To contribute to Self-Assessment processes and procedures
4. Play an appropriate part in child protection procedures, such as relating relevant information and recording/reporting disclosures to the designated teacher/relevant professional.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

The postholder will be required to travel to any of the schools within Atomix Educational Trust and attend meetings including with the Department for Education and the Education and Skills Funding Agency.

QUALIFICATIONS AND TRAINING	Essential on appointment	Desirable on appointment*
Qualified Accountant with a professional accreditation (ACCA, CIMA, or CIPFA)	X	
Higher education to degree level or an equivalent professional qualification		X
Commitment to continuous professional development to develop self and others	X	
SKILLS AND KNOWLEDGE	Essential on appointment	Desirable on appointment
Extensive knowledge of financial and risk management, including the creation and management of budgets, statutory accounts, and financial controls	X	
Demonstrated ability to produce, interpret and forecast financial plans, cash flows, and management accounts	X	
Knowledge of regulatory compliance related to procurement, tendering, and contractual matters	X	
Extensive managerial and business acumen with advanced strategic planning and analytical skills	X	
Understanding of financial regulations and funding agreements relating to Academies	X	
Strong organisational and administrative skills including computer literacy, especially in the use of spreadsheets and accounting software packages	X	
Excellent communication skills (with the capability to present complex financial data to various audiences)	X	
Awareness of current issues facing the education, Further Education (FE) and training sectors		X
SAFEGUARDING: A commitment to the strategic and operational management of safeguarding to protect the health and wellbeing of children, young people, and staff.	X	
EXPERIENCE	Essential on appointment	Desirable on appointment
Proven leadership experience in a senior financial role within an educational or similarly complex setting	X	
Experience in managing capital projects and understanding of treasury, banking, and VAT requirements	X	
Familiarity with ESFA reporting requirements		X
Experience with financial operations management (including account consolidation), ensuring systems, processes and policies are effectively developed and implemented	X	
Experience managing Further Education (FE) funding and understanding of the broader education sector including high needs provision		X
Experience of using data, and other contextual information insightfully to set and meet challenging targets and provide business-focused solutions	X	

* if not attained, development may be provided for the successful candidate



EXPERIENCE	Essential on appointment	Desirable on appointment
Evidence of communicating and working effectively with key finance stakeholders in the Trust and externally	X	
Successful experience of workforce development, including performance management and the supervision of staff wellbeing and workload	X	
APTITUDE AND ATTRIBUTES	Essential on appointment	Desirable on appointment
Flexibility, resilience and a readiness to undertake a variety of tasks, working to stringent deadlines and balancing competing priorities in high pressure situations	X	
Strong leadership style that engenders a positive, collaborative and collegiate culture, sustaining high performing and effective teams that engage with colleagues across the Trust	X	
Diplomacy, openness and approachability; a personable style of strategic leadership and resource management	X	
Personal integrity and a readiness to tackle unsatisfactory practice, holding others to account	X	
A pragmatic and flexible approach to tasks with a meticulous attention for detail and high standards	X	
Ability to influence and negotiate effectively to help drive positive change	X	