

Recruitment Pack

Chief Financial Officer

Central Team

Welcome from the CEO

Dear Prospective Candidate,

Thank you for your interest in the role of Chief Financial Officer (CFO) and in joining Leeds Diocesan Learning Trust (LDLT). This is a significant and exciting opportunity to lead finance and business within the Trust and impact on over 2,200 children and the work of hundreds of staff across 14 Church of England primary schools in West and North Yorkshire. The Trust level income is budgeted at over £19m for 2026-27 and reserves are strong.

We are seeking an experienced and outstanding CFO who combines high expectations for financial and budget management and a generous and collaborative approach to leadership. You might have a track record of leading finance and business functions within a charity, the public sector or a Trust / school.

Our work is rooted in Christian values, and we seek leaders who are committed to living out these values through their leadership, demonstrating compassion, integrity, courage and respect in all that they do. At LDLT, we believe that our schools are strongest when leaders work in trust with a shared purpose to further the Trust vision of Loving Living and Learning Together. You will join a warm, welcoming and highly supportive network of Headteachers and Trust leaders who value professional dialogue, mutual challenge and collective responsibility for improving outcomes for all children across the Trust.

If you are a reflective and values driven leader who is ambitious for children's outcomes and experiences, committed to collaboration and inspired by the opportunity to serve within a values based learning community, we would be delighted to receive your application. If you feel you could be our CFO do not hesitate to contact me to discuss the role.



Richard Noake
CEO of LDLT

About Leeds Diocesan Learning Trust

Should you be successful in your application, LDLT will be your employer. Leeds Diocesan Learning Trust (LDLT) is a Church Trust within the Church of England Diocese of Leeds. It welcomes any school that wants to develop and improve within a culture of mutual sharing and dynamic collaboration.

LDLT opened its doors in September 2022 with a strong vision of full flourishing through loving, living and learning together. As a Diocesan Trust, LDLT is an important part of the Diocese of Leeds' vision for education and was established by the Leeds Diocesan Board of Education to provide high-quality services, support and challenge to an increasing number of schools across the diocese looking to take on academy status. LDLT is an inclusive Trust, established to be a home for schools with or without a religious foundation and it will equally support Church and community schools looking for a secure and nurturing environment, where their uniqueness will be safeguarded.

The Trust has 14 schools across North and West Yorkshire: Craven, Leeds, Kirklees and Ripon with all schools being within the Primary phase. The Trust has aspirations to grow in these four specific geographies over the next five years and to also establish other clusters where demand dictates.

LDLT's dedicated central team has a strong focus on school improvement through collaborative working across peer network groups and other mechanisms to provide a real benefit to schools.

Our Vision and Christian Ethos

LDLT is guided by a vision that ***serving and celebrating our unique schools and communities, we will love, live and learn together***. This vision reflects our shared commitment to create environments where children, staff, governors and all members of our school communities are valued as people of God, and where transformational learning and the flourishing of all are at the heart of everything we do.

Staff Support, Wellbeing and Benefits

LDLT is committed to being a trust that values its people. We know that great staff create great schools. As part of LDLT, colleagues benefit from:

- **Generous Pension Schemes**
 - Local Government Pension Scheme (LGPS)The scheme offers excellent employer contributions and long-term financial security.
- **Holiday Entitlement**
30 days plus bank holidays and Trust discretionary days over the Christmas period per year
- **Cycle to Work Scheme**
Employees can benefit from our Cycle to Work scheme, supporting sustainable travel and staff wellbeing.
- **Professional Development**
We invest significantly in professional learning, offering:
 - Trust-wide CPD programmes
 - Leadership development opportunities
 - Collaboration through external Trust networks

For more information about the Leeds Diocesan Learning Trust, please visit www.ldlt.co.uk

Chief Finance Officer - Job Description and Person Specification

Reporting to:	CEO
Accountable to:	CEO and Trust Board
Line manage:	Trust Executive Business Manager (Central Team), Business Support Officer (Central Team), Estates Manager (Central Team), School Executive Business Managers (Central Team based in schools)
Key relationship lead for outsourced contracts/SLAs and business relationships:	HR (SLA), ICT (SLA), Catering (SLA), MIS (SLA), Payroll (SLA), Legal (SLA), Pensions, Audit (SLAs), Finance software (SLA), DPO (SLA)
Duration of post:	NJC, Full time, Full year
Work commitment:	37 hours per week
Salary:	L19 – L23 (£83,478 - £92,065)
Pension:	LGPS
Start date:	January 4 th 2027 or as soon as available
Location:	Trust Office / hybrid working
Travel:	Need to be able to travel to other schools and sites

Job Purpose

The postholder will lead the development of a strong financial culture across the Trust, ensuring the highest standards of business and operational delivery. They will embody the culture and ethos of the Trust as articulated within the Trust vision.

The postholder will be a member of the Trust Executive Team and their work will involve supporting and providing advice and guidance to the CEO in their role as Accounting Officer and to all of the LDLT schools. Their work will include:

- Working alongside the CEO to develop and implement the Trust Strategy, vision and values through all aspects of financial management and operations.
- Strategic planning, implementation and sustainability for the Trust with specific responsibility for finance and operations.
- Delegated responsibility, as Chief Financial Officer, for the Trust's detailed financial and operational procedures, including as set out in the Academy Trust Handbook and advising and supporting the CEO in their role as Accounting Officer.
- Work with executive colleagues to deliver appropriate and effective change management strategies.
- Report to the Board of Directors and engage effectively with the wider governance, risk management and assurance framework.

Key Duties and Responsibilities

Strategic Leadership and Management

- Support the CEO in their role as Accounting Officer in the preparation and monitoring of business plans including key performance indicators.
- Lead on compliance in relation to the Academy Trust Handbook.
- Lead on risk management of finance and Trust operations.
- Support the Trust's strategic growth plan, leading on due diligence and onboarding activity.

- Assume accountability for ensuring adherence to regulatory requirements and financial reporting standards and submissions.
- Promote a culture of sustainable, compliant, evidence-based financial and operational planning.
- Lead the monitoring, oversight and ongoing development of financial and operational performance of the Trust, ensuring key strategic decisions are taken with a full understanding of financial and operational implications.
- Ensure appropriate levels of financial and operational competency throughout the Trust.
- Oversee the work of the Trust Executive Business Manager/Business Finance Officer/Estates Manager/School Executive Finance Managers in order to enhance the work of the Trust at school-level.
- Lead on business relations with DfE finance support officers.

Financial Management

- Oversee the financial management of the Trust, including Trust and school budgetary setting, monitoring and risk management, ensuring all schools and services are effective.
- Ensure compliance with financial regulatory requirements (including DfE, company and charity law and HMRC), Trust scheme of delegation and policies.
- Lead on the delivery of internal and external audits.
- Direct the preparation of the statutory accounts utilising the support of the Trust Executive Business Manager, Business Support Officer and the School Executive Business Managers.
- Lead on payroll and pensions activity through external SLAs.
- Lead on financial performance monitoring including of monthly management accounts ensuring accurate reporting to Directors, CEO, schools and local governors.
- Oversee the school capital investment strategy, including development of applications for non-core funding and grants.
- Report accurately to Trust Board and its Finance and Resources and Audit and Risk Committees.
- Ensure effective management and utilisation of reserves, in line with the Trust policy.
- Lead and monitor on best value procurement, overseeing contracts and tendering process.
- Manage and maintain the contracts register, renewal scheduling, leading on quality and exit strategies.
- Maximise income opportunities including the development of bid submissions and assessing return on investment (ROI).

Operations Management

Working with central team leads, deliver the operational functions and systems of the Trust, including:

- Human resources: lead the development of an HR strategy for the Trust including the effective management of the Trust contract with the HR partner and reporting to Trust Board and subcommittees.
- Digital technology: lead on the Trust's IT and digital strategy including the on-going relationship with the Trust's IT partner and lead on any tendering work for IT
- Estate management: working with the Estate Manager to oversee the ongoing delivery against the Estates Strategy and asset management plan, ensuring the effective management of the estate and best use of available funds.
- Compliance and data protection: ensure compliance with legislative and policy requirements including those relating to health and safety.
- Marketing and communications: oversee effective and proactive communications strategies for the Trust and schools.
- Ensure that operational strategies align with the Trust's overall strategic objectives.
- Develop and implement policies and systems to ensure efficient and effective operations and assurances across the Trust.

- Manage the Trust's risk management process and Risk Register, including through the identification and mitigation of risk in financial and operational areas. Ensure appropriate levels of insurance are in place for all areas of Trust operations.

Continuing Professional Development and Confidentiality

- All staff are expected to participate fully in the Trust's appraisal and performance development processes, demonstrating a commitment to continuous improvement and personal growth. This includes participating in regular reviews, reflecting on practice, and contributing to the setting and evaluation of professional objectives.
- Staff are expected to use appraisal as a constructive opportunity to celebrate strengths, identify areas for development, and align their professional growth with the strategic priorities of the school and Trust.
- Postholders are required to take responsibility for their own ongoing professional development, proactively engaging with opportunities offered by the Leeds Diocesan Learning Trust (LDLT). This includes attending relevant training, conferences, briefings and networking events that support excellence in professional practice.
- Staff must adhere to all Trust-wide policies, procedures and statutory requirements.
- A high standard of professionalism is essential at all times, including maintaining strict confidentiality in all matters relating to LDLT, its schools, pupils, staff and wider business.

Safeguarding

- LDLT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- All staff are required to uphold the highest standards of professional conduct and to follow Trust and school safeguarding policies and procedures at all times.
- The postholder must attend relevant safeguarding training, maintain an up-to-date understanding of child protection responsibilities, and act promptly on any concerns in line with statutory guidance, including Keeping Children Safe in Education.
- This role is subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references and appropriate pre-employment safeguarding checks.

Terms and Conditions

This job description is current at the date of appointment. In consultation with your line manager, the post description may be varied to reflect or anticipate changes in the role. The post holder may be required to undertake any other duties commensurate with the grade of the post, including other miscellaneous work deemed suitable by Trust management.

Person Specification

Qualifications, Experience and Knowledge	Essential	Desirable
Degree in a relevant subject or equivalent-level professional accountancy qualification (ICAEW, ACCA, CIMA, CIPFA or equivalent)	✓	
Up to date and detailed knowledge of accountancy and professional codes of practice	✓	
Senior financial management and strategic leadership within a medium to large-scale public, private or voluntary sector organisation	✓	
Strong understanding of relevant governance, compliance and regulatory frameworks	✓	
Experience of organisational strategic planning and implementation	✓	
Experience in the preparation and presentation of management accounts	✓	
Experience of developing and maintaining partnerships and relationships with statutory bodies and external authorities and agencies	✓	
Experience of and ability to hold colleagues to account, using policy, process and practice	✓	
Experience of line managing people		✓
Relevant child protection and safeguarding training/qualifications		✓
Experience of working in an education/schools trust setting		✓
Knowledge of managing procurement and contracts		✓
Experience of working with external auditors and agencies		✓
Skills	Essential	Desirable
Proficient in the use of financial and management information systems	✓	
Excellent interpersonal skills with the ability to build relationships and interact effectively with colleagues and external organisations.	✓	

Ability to manage competing priorities and take effective action to deal with these.	✓	
Ability to adapt to different audiences and circumstances.	✓	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints.	✓	
Able to analyse and deal with complex or difficult situations, with skill and discretion.	✓	
Commitment to uphold the ethos and values of the Trust and work in accordance with its underpinning Christian foundation	✓	
Commitment to act as a supportive colleague and an effective ambassador for the Trust	✓	
Ability to write bids for grant capture or new income streams.		✓
Working knowledge of PS Financials, IRIS, SBS, Arbor, Google.		✓

Selection Process Guidance

Safeguarding and Safer Recruitment Checks

LDLT is committed to safeguarding and promoting the welfare of children and young people, and all recruitment processes reflect our obligations under Keeping Children Safe in Education (KCSIE). All appointments are subject to safer recruitment checks, including an enhanced Disclosure and Barring Service (DBS) check, verification of identity and qualifications, online checks, employment history scrutiny, and the receipt of satisfactory references. Any gaps in employment will be explored during the interview process.

Equality and Diversity

LDLT is an inclusive employer and is committed to ensuring equality of opportunity for all applicants. We welcome applications from individuals of all backgrounds, faiths and protected characteristics. Recruitment decisions are made solely on the basis of merit and alignment with the values, ethos and requirements of the role. We are dedicated to creating a workforce that reflects the diversity of the communities we serve.

Applications

All applications must be submitted using the official application form, which ensures a fair and consistent process for all candidates. Applicants should complete all sections in full and provide a supporting statement that demonstrates how they meet the job description and person specification. CVs alone cannot be accepted in place of a completed application form.

Shortlisting

Applications will be shortlisted against the criteria outlined in the person specification. The selection panel will carefully review each application, and shortlisted candidates will be contacted directly to

confirm next steps. Candidates who are not shortlisted will be informed following the completion of this stage.

References

References will be requested for all shortlisted candidates prior to interview, in line with safer recruitment guidance. One reference must be from the candidate's current or most recent employer, and, where applicable, one must be from a role involving work with children. Referees will be asked about the candidate's suitability for working with young people and any concerns related to safeguarding.

Interview

Shortlisted candidates will be invited to attend an interview, which may include a range of assessment activities such as a lesson observation, presentation, in-tray task or written exercise, depending on the role. The interview panel will explore experience, skills, values, and suitability for working at the trust. Candidates will be informed of the structure of the day in advance.

Final Selection

Following the completion of all interview activities, the selection panel will evaluate each candidate against the requirements of the role. Decisions are made objectively based on merit, safeguarding considerations and the needs of the school. Candidates will be informed of the outcome as soon as possible after the selection meeting.

Offer of Employment

Any offer of employment will be made subject to all safer recruitment checks being completed satisfactorily, including enhanced DBS clearance, verification of identity and qualifications, medical clearance, and the receipt of references deemed suitable by the Trust. The successful candidate will be issued with a conditional offer followed by a contract of employment once all checks are confirmed.

Timeline

- Application deadline: Wednesday 28th October 2026 0900
- Shortlisting: Wednesday 28th October 2026
- Interviews: Friday 6th November 2026 at the Trust Offices

While every effort will be made to adhere to published dates, the Trust reserves the right to make adjustments where necessary.

Questions and Contact Details

If you have any questions about the role or the recruitment process, please do not hesitate to get in touch. Enquiries and application queries can be directed to:

- Richard Noake, CEO
- Email: info@ldlt.co.uk
- Telephone: If you would like a phone conversation please email the info@ldlt.co.uk address requesting a date and time to discuss the role.