



Chief Financial Officer

Information for candidates



Dear candidate

Thank you for considering the opportunity to join Peak Edge Academy Trust. We are a trust with a difference, driven by a set of shared values that inform our collaborative approach to education.

At Peak Edge, we believe in providing a supportive, family-like environment in which our schools can thrive. Our ethos of community-based learning is underpinned by a genuine desire to see all pupils succeed. As our Chief Financial Officer, you will play a key role in ensuring the ongoing success and growth of our trust, contributing to our vision and values.

We are looking for someone who understands and shares our values, and who will be committed to driving our trust forward. As a member of our executive team, you will have the opportunity to work closely with other school leaders, benefiting from their expertise and experience. You will also have the support of your central team colleagues, all of whom are committed to providing practical advice and assistance whenever it is needed.

If you are passionate about helping people of all ages achieve their full potential, and are looking for an opportunity to develop your career in a supportive and collaborative environment, then we would love to hear from you.

We invite you to explore our website and learn more about our values, our vision, and the role of Chief Financial Officer within our trust. We also encourage you to contact us to discuss our community-focused approach and find out more about what makes Peak Edge such a rewarding place to work.

Thank you for considering this opportunity. We look forward to hearing from you.

Yours faithfully

Jim Dugmore
Chief Executive Officer



Chief Financial Officer (CFO)

Grade 12 (scale points 52–55): £68,471 to £73,120 (starting point negotiable, dependent on experience)

37 hours per week, 52 weeks per year

This is a full-time position; however, the Trust recognises the value of flexible working and will consider applications from candidates seeking part-time working arrangements. Any agreed part-time working pattern will need to ensure the effective fulfilment of the strategic and operational responsibilities of the role, including attendance at key meetings and governance commitments.

Are you a qualified finance professional looking for an exciting new challenge? Do you want to work in a collaborative and supportive environment, making a meaningful contribution to the education of our children?

We are looking for a Chief Financial Officer to join the leadership team at Peak Edge Academy Trust. We provide a warm, friendly and encouraging workplace, with a commitment to professional development and opportunities for career progression. All our employees are offered a wellbeing support package and the tools and support to do their job well. In return, we ask that all our staff place children's outcomes at the heart of what they do.

As Chief Financial Officer, you will play a pivotal strategic role in the financial leadership of the Trust. Working closely with the CEO and Chief Operating Officer (COO), you will ensure that resources are deployed effectively and efficiently to maximise educational outcomes for our pupils. In partnership with the COO, you will lead the Trust's financial strategy, planning, reporting and assurance functions, ensuring the highest standards of financial management, governance and value for money across our schools.

We are looking for a fully qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) with a successful track record of financial leadership. We will consider experience from within the academy, education, public or private sectors, provided applicants can demonstrate strong financial expertise, strategic leadership and a commitment to public service. While experience of working within an academy trust would be advantageous, it is not essential. We welcome applications from professionals in other sectors and will provide comprehensive support and development to help the successful candidate gain a thorough understanding of academy trust finance, funding and regulatory requirements.

You will possess excellent analytical and problem-solving skills, with the ability to develop robust financial plans, identify and mitigate risks, and support strategic decision-making. With exceptional leadership, organisational and people management skills, you will lead and develop the Trust's finance function, ensuring compliance with the Academy Trust Handbook and all relevant statutory and regulatory requirements.

You will be an effective communicator who can build strong relationships with stakeholders at all levels, both within and beyond the Trust. You will be a collaborative leader, able to provide professional challenge and support while maintaining a clear focus on achieving the Trust's strategic objectives.

If you are passionate about public service and want to make a meaningful contribution to the success of Peak Edge, we would be delighted to hear from you.

To find out more about the role, please contact Yvette Hawksworth, COO, at enquiries@peakedge.org.uk. Completed applications, and any questions about the process, should be addressed to Scott Glover, Glover Recruitment Consultancy, at scott@gloverrecruitment.co.uk, or by calling 0776677 3682. Applications should be submitted using the attached Peak Edge application form (please contact Scott if you require this document in a different format). In line with Safer Recruitment guidance, CVs will not be accepted.

Closing date for applications:
12 noon Thursday 29th October 2026

Assessment centre and interviews:
Thursday 5th and Friday 6th November 2026

About Peak Edge

Based in west Sheffield, Peak Edge was established in 2019 as a partnership between like-minded schools. Excellence is at the heart of everything we do.

The schools in our family share the same intention — of ensuring every pupil we serve reaches their full potential. To achieve this, we have a track record of not only working together but of providing school-to-school support, both across the city and beyond.

We believe every young person has the right to an excellent education, to feel safe, and to enjoy stimulating learning that inspires them. We aim to fully prepare them for the next stage of their life. We are committed to supporting the schools-led system and are committed as a group to deeper collaboration. Peak Edge brings schools together and provides a foundation for further growth by sharing our strengths while maintaining our individual characteristics.

Everyone involved with Peak Edge subscribes to the same moral purpose and the same core values so that we can best support each other and help our adults develop alongside our young people. These values are what make Peak Edge such an exciting organisation to be a part of.



Trust

We respect the individuality of schools and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised approaches to learning and focus on developing holistic people.



Collaboration

Our Trust is based on positive relationships and close working across settings. Stakeholders treat each other with respect and work in productive partnerships that work for the greater good of the children.



Ambition

We aspire for all children and adults in our communities to be the best they can be. Inspiring curricula for our pupils, clear development pathways for our staff and sustainable Trust growth all combine to ensure we all reach our potential.



Responsibility

A school understands its context better than anybody and should be supported to utilise that knowledge in order to remain improvement focussed. We account for our actions and are outward facing.



Innovation

Enjoyment and excitement should be an entitlement for all children and adults working in our Trust. We develop cutting edge, research informed and highly engaging pedagogies that ensure high levels of progress for children and rapid development of staff.





Information for candidates

Please use your personal statement to demonstrate how you meet each of the elements set out in the person specification. You should provide examples and, wherever possible, evidence of positive impact. Candidates will be shortlisted on how well they demonstrate the attributes set out in the person specification. If using AI to support your application, please state in the personal statement how you have done this.

The deadline for the receipt of applications is 12 noon on 29th October 2026. Completed forms should be submitted directly to scott@gloverrecruitment.co.uk.

All candidates will be informed of the shortlisting outcome by 3.30pm on 30th October. Shortlisted candidates will be asked to attend an assessment centre on Thursday 5th and Friday 6th November.

The assessment centre will consist of a series of job-related exercises designed to give all candidates the opportunity to demonstrate the key competencies required for the post. Shortlisted candidates will be fully briefed at the beginning of the process.

Peak Edge is committed to safeguarding and promoting the welfare and safety of all children; we expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. If you have any additional questions, please contact Scott Glover. Please also note that an online search will be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List.

Financial information relating to the Trust is available [here](#).

Job Description: Chief Financial Officer

Grade: 12 (SCP 52-55)
Location: Trust Central Office (with travel to academies, as required)
Responsible to: Chief Executive Officer (CEO) and Chief Operating Officer (COO)
Key contacts: CEO, COO, Trustees, Executive Headteachers/ Headteachers and Heads of Schools, School Business Managers (or equivalent), local governing bodies, finance & audit committees, professional advisers including auditors, relevant personnel within funding bodies, and the Members of the Trust



Purpose of the job

The CFO is expected to bring a modern, business-like approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the Trust and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service.

The CFO will contribute to strategy and policy development to support the Trust's aims and objectives, will ensure the provision of management information for the Trust's planning and monitoring systems, and will ensure the completion of statistical returns to external agencies.

Main tasks

The postholder must at all times carry out their duties and responsibilities within the spirit of Trust and Academy Policies and within the framework of the Education Act 2002 and the School Standards and Framework Act 1998, with particular regard to the statutory responsibilities of the Trustees and the Governing Boards of Academies.

This post will change over time and the postholder is required to be responsive and proactive in the context of strategic priorities. It is therefore not possible to set out a full range of duties. The following is an indicative list of duties for which the postholder is responsible. These are not listed in order of importance.

Strategic Responsibilities

- Act as the Trust's designated Chief Financial Officer, providing professional financial advice and assurance to Trustees, the Audit and Risk Committee, Finance Committee, CEO and COO.
- Lead the Trust's financial strategy and medium-term financial planning.
- Advise Trustees and executive leaders on financial risks, opportunities and sustainability.
- Ensure resources are aligned to the Trust's educational priorities.
- Provide strategic financial modelling and scenario planning.
- Provide strategic advice to the COO, CEO, School Business Managers (or equivalent), Trustees and Headteachers (or equivalent) on all issues relating to financial matters.
- Prepare the Trust's annual budgets and three year Budget Spending Plans, medium-term financial forecasts and financial plans in consultation with the COO, CEO and Trustees, developing strategies to maximise the effective use of Trust resources.
- Prepare and present financial reports, forecasts and strategic financial advice to the Board of Trustees and its committees.
- Oversee the development, maintenance and continuous improvement of the Trust's financial systems, controls and procedures.
- Be accountable to the COO and CEO for maintaining strong financial governance, internal control, risk management and the effective financial operation of the Trust.
- Build close and effective working relationships with key partners.
- Participate in the management of major Trust projects as required by the COO and CEO.

Operational Responsibilities

- Support the strategic planning process, including the completion of annual budgets, periodic forecasts and funding returns, including Budget Forecast Returns submitted to the DfE and other statutory returns as required.
- Submit VAT126 claims on behalf of the Trust and its academies to HMRC, ensuring compliance with funding requirements.
- Prepare, collate and scrutinise management accounts for each school within the Trust and report regularly to the CEO, COO and Trustees.
- Monitor the income and expenditure budgets across the Trust, identify and give early warning of difficulties.
- Set 3 year balanced budgets working closely with Headteachers (or equivalent) to ensure consistency with the Trust's strategic and financial objectives.
- Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
- Ensure that effective financial structures and controls are in place to support robust financial management across the Trust.
- Maintain the Trust's accounts in accordance with funding agreements, the Academy Trust Handbook and the Trust's financial regulations and procedures. Working closely with the COO, ensure the Trust adopts best practice in financial management, governance, risk management and internal control, maintaining the integrity and probity of all financial transactions.
- Lead the Trust's programme of internal scrutiny, ensuring timely reporting of findings and effective implementation of recommendations.
- Prepare reports and provide professional advice to Trustees, Audit and Risk Committees and other governance bodies as required.
- Maintain and oversee the Trust's risk management processes, ensuring key financial and operational risks are identified, monitored and appropriately mitigated.
- Lead the year-end process and work closely with auditors to ensure timely completion of the Trust's annual statutory accounts and audit.
- Monitor and manage the Trust's cash flow position, reporting regularly to Trustees on financial sustainability and liquidity.
- Help to ensure that the Trust achieves value for money across all its activities, including the delivery of services.
- Provide support and guidance to the SBMs and Finance Staff across the Trust
- Where necessary assist the CEO and COO to manage schools through the conversion process, working with stakeholders to ensure a smooth transition and balanced budgets.
- Ensure that the Headteachers (or equivalent), SBMs and Finance Staff seek continued improvement in their management and financial systems.
- Oversee the effective operation of the Trust's financial systems and transaction processing arrangements.

General

- Attend meetings within the Trust and external events as required.
- Prepare finance policies and review papers as required and requested.
- Be proactive in keeping up-to-date with funding changes, Government legislation and ensure policies/developments are shared with appropriate stakeholders.
- Support the development of SBM and Finance Staff, participating, as required, in training, induction and staff development events.
- Implement training to internal parties to promote a clear understanding of Trust finance.
- Complying with and upholding, in all respects, the Trust's Code of Practice.
- Support Trustees and governance committees in fulfilling their financial oversight responsibilities through the provision of accurate, timely and insightful financial information and advice.
- Undertake such other duties as the COO and CEO may require from time to time.

Person specification for the role of Chief Financial Officer

The Trustee Board of Peak Edge are determined to ensure that Peak Edge remains a trust with the highest aspirations and provides an excellent centre of learning for all within its community, operating in line its vision and values. Click [here](#) for further information on Peak Edge Trust. We are looking for a CFO that can both deliver and further develop this vision. The successful applicant will have the following qualifications and characteristics:

Criteria	Essential	Desirable
Qualifications and training		
Professional finance or finance related qualification at graduate level (i.e. ACA, CCA, CIMA, CIPFA, MAAT, or equivalent)	X	
Professional knowledge and experience		
Significant post-qualifying experience and in-depth professional knowledge acquired through experience	X	
Experience of managing significant financial resources and of understanding, working within, and advising upon relevant regulatory frameworks	X	
Demonstrable experience of working within and developing financial processes and procedures	X	
Knowledge of the statutory requirements, procedures, and regulatory requirements relating to academies		X
Strong literacy, numeracy and data interpretation skills	X	
IT competent (including word processing software and spreadsheets)	X	
Experience of using and supporting others in the use of financial software packages		X
Personal and professional qualities		
Strong persuasion, influencing and interpersonal skills with the ability to communicate clearly and confidently to different audiences	X	
Demonstrable skills in strategic planning and the strategic management of financial resources		X
Clear analytical skills and experience of utilising management information systems	X	
Demonstrable experience of exploring, evaluating and interpreting information and opinions, and of providing recommendations based on that analysis	X	
Effective decision-making skills with the ability and confidence to make sound professional decisions	X	
Capacity to work under pressure to meet deadlines and organisational priorities	X	
Effective leadership skills and the ability to inspire and challenge colleagues	X	
Commitment to the personal development of self and colleagues	X	
Flexibility with regard to working patterns and the evolution of the role	X	
Personable, emotionally intelligent and the ability to work as part of a team	X	
Other		
Driving licence and own transport	X	

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Queries about the application and recruitment process should be addressed to
scott@gloverrecruitment.co.uk or by phoning 07766773682.