



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



PEAK EDGE
ACADEMY TRUST

Chief Financial Officer (CFO)

Grade 12 (scale points 52–55): £66,284 to £70,784 (starting point negotiable, dependent on experience)

37 hours per week, 52 weeks per year

Are you a skilled leader in finance? Are you 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 be responsible for managing and developing our estates strategy, as well as playing a key role in the trust's financial affairs. Working closely with the CEO and our Chief Operating Officer, you will ensure resources are used effectively and efficiently while playing a key role in shaping the future of the trust.

We are looking for a diplomatic and self-reliant individual with a proven track record of financial and estates management. You will have excellent analytical and problem-solving skills, with the ability to develop robust financial plans while identifying and mitigating risks. Possessing exceptional organisational and people management skills, you will lead, develop and maintain the sound operation of financial practice, both within the central team and across our schools, ensuring that the requirements of the Academies Handbook are

effectively fulfilled. You will be an effective communicator, with the ability to build relationships with stakeholders at all levels, both within and outside the trust.

If you are passionate about public service and want to make a meaningful contribution to the success of Peak Edge, then please get in touch.

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 Friday 16th January 2026**

**Assessment centre and interviews:
Thursday 29th and Friday 30th January
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.

The deadline for the receipt of applications is 12 noon on 16th January 2026. Completed forms should be submitted directly to scott@gloverrecruitment.co.uk.

All candidates will be informed of the shortlisting outcome by 1.00pm on 20th January 2026. Shortlisted candidates will be asked to attend an assessment centre on Thursday 29th and Friday 30th January.

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 and estates 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

- Provide strategic advice to the COO, CEO, School Business Managers (or equivalent), Trustees and Headteachers (or equivalent) on all issues relating to financial and estates matters.
- Prepare the Trust's annual financial forecasts, forecasts for corporate strategies, and any other plans in consultation with the COO, CEO and Trustees, and develop and implement strategies for maximising the Trust's finances.
- Overseeing and the maintenance of financial systems and procedures.
- Be accountable to the COO and CEO for the proper financial operations 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.
- Work with the COO to manage the Condition Improvement Fund (CIF) allocation and/or School Condition Allocation (SCA).

Operational Responsibilities

- Support the strategic planning process, including: completing annual budgets, periodic forecasts, and funding requirements, including budget forecast returns to the EFSA and any other statutory information as applicable.

Job description continued (Operational Responsibilities)

- Complete the annual Land and Buildings return with assistance from the COO.
- Submit the VAT126 claims on behalf of academies and the Trust to HMRC.
- Develop and maintain financial systems.
- Prepare, collate and scrutinise the management accounts for each schools within the Trust and report to the CEO, COO and Trustees.
- Monitor income and expenditure budgets across the Trust, identifying and giving early warning of difficulties.
- Set three-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 effective financial structures and controls are in place to support robust financial management across the Trust.
- Maintain the Trust's accounts in accordance with the funding agreement and Academies Handbook issued by the funding body, and in accordance with the financial regulations and procedures of the Trust. The COO and the CFO will ensure that the Trust follows best practice in terms of financial governance, and ensure the probity and legislative compliance of all financial transactions, and the integrity and suitability of all control mechanisms (audit and risk management).
- Work closely with the auditors to complete the financial year end and complete/manage the Annual Statutory Accounts.
- Proactively maintain the cash position of the Trust and its operating activities, reporting regularly on this aspect of financial management to the Trustee Board.
- Help ensure that the Trust achieves value for money across all its activities, including the delivery of services.
- Assist with the Trust's central procurement processes and funds.
- Provide support 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 all stakeholders to ensure a smooth transition and balanced budgets.
- Ensure that the Headteachers (or equivalent), SBMs and other finance staff seek continued improvement in their management and financial systems.
- Undertake the Responsible Officer visits tri-annually for all schools within the Trust.
- Central processing of transactions on behalf of Academies and the Trust using the Access Finance System.

Estates and Capital Strategy

- Lead the development and implementation of the Trust's estates strategy, ensuring safe, sustainable, and fit-for-purpose learning environments.
- Oversee capital projects, including planning, procurement, and delivery.
- Ensure compliance statutory regulations and building standards.
- Manage relationships with contractors, consultants and local authorities.
- Manage, monitor and report on estate condition and compliance audits, maintenance schedules, and asset management.
- Lead on SCA and CIF bids.
- Embed sustainability, accessibility, and Net Zero goals into estates planning.

General

- Attend meetings within the Trust and external events as required.
- Prepare finance and estates policies and review papers as required and requested.
- Be proactive in keeping up-to-date with funding changes and Government legislation, ensuring policies/developments are shared with the 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.
- 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 is determined to ensure that Peak Edge remains a trust with the highest aspirations, providing an excellent centre of learning for all members of our community, and operating in line with our vision and values. Click [here](#) for further information on Peak Edge Trust. We are looking for a CFO that can deliver and further develop this vision. The successful applicant will have the qualifications and characteristics set out below.

Criteria	Essential	Desirable
Qualifications and training		
Qualified to degree level		X
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 managing significant financial resources within relevant regulatory frameworks	X	
Experience of working with financial processes and procedures	X	
Knowledge of statutory requirements, procedures, and regulatory requirements relating to academies		X
High level of IT competence	X	
Experience of using financial software packages		X
Personal and professional qualities		
Strong persuasive, influencing and interpersonal skills, with the ability to communicate clearly and confidently, both verbally and in writing	X	
Excellent skills in strategic planning and strategic management of financial resources		X
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions, and utilisation of management information systems	X	
Strong decision-making skills, with the ability to make decisions and recommendations based on the analysis of options	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 colleagues' and own personal development	X	
Flexible in terms of working patterns and evolution of the role	X	
Values working in a team and seeks out and respects the views of others	X	
Other		
Driving licence and own transport		X
Shares the Trust's commitment to safeguarding children and young people	X	

glover recruitment consultancy

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