Chief Financial Officer

Job Description

Accountable to: Accounting Officer and Trustees

Responsible for: Overseeing all aspects of finance within the trust to ensure long-term financial health, stability and probity across the Torquay Boys' Grammar School Multi-Academy Trust. Ensuring all statutory financial returns are completed by published deadlines. Visiting each school regularly to collate information and provide guidance and support to finance teams. Acting as Company Secretary for the Trust.

PayScale: FTE £94,320 (0.2 contract, £18,864)

Key Responsibilities:

Support strategic leadership and trust development through effective financial planning:

- Advise the AO, board and other trust leaders on all matters relating to financial strategy and operations;
- Contribute to the development and implementation of the trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance;
- Conduct financial due diligence on schools and report to the board and other trust leaders with recommendations;
- Contribute to the trust's risk management efforts, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and supporting the maintaining of the trust's risk register;
- Develop, implement and monitor the trust's long-term plan, using effective financial and budget modelling and benchmarking to support strong decision-making.

Ensure robust financial management and control of the trust and its academies:

- Manage the budget process, from planning through to approval, working with other trust leaders;
- Work with headteachers and school finance staff to support the preparation and monitoring of individual academies' budgets in line with school development plans and the trust's strategic objectives;
- Provide accurate and timely information to the board and other trust leaders to enable effective budgetary control;
- Develop, implement and monitor the trust's financial policies and procedures on procurement, asset management and disposal, etc. in accordance with the Academy Trust Handbook, enabling robust financial management;
- Advise on appropriate action to address financial risks, problems and irregularities;
- Develop and maintain an effective internal audit procedure for the trust and its academies, including receiving audit reports and making recommendations for improvement;

- Manage the external audit procedures for the trust and its academies, and follow up on any recommendations resulting from audits. Ensure accounts are filed on time;
- Establish and monitor effective procurement and tendering procedures in order to achieve financial efficiencies, seeking opportunities for joint contracts to generate savings;
- Arrange insurance for the trust;
- Manage the trust's tax, pension and National Insurance arrangements, including ensuring claims for VAT are accurately submitted on time and refunds are received and appropriately accounted for;
- Be alert to, and advise the AO and board of suspected or uncovered fraudulent activities;
- Manage the trust's cash position at all times;
- Have oversight of the trust's reserves position, and accurate forecast to guide strategic decision making by school leads;
- Guide financial management related to school assets including repairs and refurbishments;
- Support the income generation strategy for the trust and its academies.

Accurate, timely reporting and compliance with legal obligations:

- Keep the AO and the Board of Trustees up-to-date with the latest Department for Education (DfE) changes and other statutory guidance, and providing filtered briefings. Review Trust policies, processes and procedures to ensure compliance;
- Complete and submit documents as required by the DfE, the Charities Commission and Companies House including accounts returns and Land and Buildings forms;
- Prepare and submit the trust's financial returns and reports, including annual accounts and monthly management accounts;
- Maintain the trust's accounts in line with the funding agreement and the Academy Trust Handbook;
- Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required;
- Provide appropriate and timely reports, including monthly management accounts, to the trust board and other trust leaders to support effective leadership and governance. Attend Board and Audit & Risk committee meetings to maintain the presence of financial function;
- Liaising with external professional advisors as required.

Effective leadership and management

- Take responsibility for the Trust's financial management system including providing training, considering future system developments and generating reports, ever working towards trust wide consistency;
- Guide finance personnel on financial systems, key purchasing decisions, tendering, and compliance, and support their professional development to ensure best practice is observed at all times;
- Line manage the finance leads from each school, building a team culture, sharing best practice, and providing signposting and training as needed to ensure up-to-date knowledge and skills;
- Develop the trust's central finance services, ensuring these are fit for purpose and provide a high-quality service to individual schools, helping the Trust achieve continuous improvement
- Ensure professional payroll services are secured and effective;

- Develop effective relationships with the trust's stakeholders and partners in order to support its development and operation;
- Act as a representative for the trust in external networks and forums, raising the profile of the trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work.

Any other appropriate tasks, as required by AO or trustees.

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Person Specification

Qualifications	Essential	Desirable	Method of assessment/Evidence
Formal accountancy qualification (ACA, ACCA, CIPFA, CIMA)	✓		Appropriate original certificates
Degree level qualification		✓	
Evidence of further training in leadership and management		✓	
Experience			
Significant financial experience and working professional knowledge	✓		Application form Interviews References
Managing financial resources within regulatory frameworks	✓		
Familiarity of financial processes and procedures	✓		
Statutory and regulatory requirements relating to academies		✓	
Supporting staff with financial procedures and software	✓		
Skills, characteristics, and competences			
Thorough awareness and understanding of safeguarding and welfare of children	✓		Application letter Interviews and interview tasks
Excellent communication skills both orally and in writing, with the ability to inspire and lead others	✓		
Clear analytical skills to interpret and evaluate different types of information	✓		
Ability to make informed decisions	✓		
Capacity to work under pressure and meet deadlines	✓		
Commitment to staff and own personal development	✓		
Skills in strategic planning and management of financial resources	✓		
Personal qualities			
A willingness to share ideas, and the ability to evaluate and develop them with senior leaders, as well as other staff	✓		Interviews and interview tasks References
Enthusiasm and energy, a passion for education	✓		
Strong and confident communication skills in both speech and writing	✓		
A team player, with diplomacy, patience, and flexibility	✓		
Able to balance and priorities own time, to move hours around to support busy periods e.g. for the audit			
High expectations of self and others, and a commitment to act with integrity, openness, and honesty	✓		