



**EDUCATION
LEARNING
TRUST**

COLLABORATE - EMPOWER - ACHIEVE

Chief Financial Officer

Candidate Information Pack





Welcome to the Education Learning Trust

Education Learning Trust (ELT) is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. Our vision is to **Collaborate, Empower and Achieve** to realise educational excellence. We provide over 450 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

The following statement was defined by all of the stakeholders in our Trust and represents our beliefs and ambition:

*Education Learning Trust is a unique and ambitious learning community who **COLLABORATE** and support each other to achieve ambitious goals in our education and career. As a family of schools, we **EMPOWER** everyone and interact cohesively to demonstrate our exceptional commitment to both personal and academic development which is grounded in growth and succession. Together, we **ACHIEVE** exceptionally through our commitment to an inclusive and inspiring environment, awakening our ambition for all learners. Our clear learning framework provides guidance and is underpinned by creative opportunities that focus on how we can achieve in every facet of education whether that be as an adult or child.*

As a Trust employee you will receive excellent benefits, including a highly competitive salary, well-regarded pension scheme, excellent career development opportunities and support for your health and wellbeing with our award-winning employee assistance programme.



The Role of Chief Financial Officer

Are you looking for a new opportunity to become a CFO in a Multi Academy Trust made up of two secondary schools and three primary schools based in Greater Manchester? Would you like to work in partnership with our CEO, central team and Headteachers?

Education Learning Trust is looking for candidates with significant experience in finance and business leadership to become our CFO.

In keeping with our vision, you will be empowered to share your innovative and research driven expertise to drive change. There is a strong collaborative approach across the trust and you will be able to communicate your experiences and knowledge to lead financial success, securing the resource for each school to continually achieve educational excellence for our learners. The role offers an exciting opportunity to make a significant impact on their lives by advancing financial efficiency and supporting Trust growth plans. Working alongside members of the central team and our school leaders, you will provide strategic financial leadership with robust financial and risk management to ensure sustainability across the Trust.

Education Learning Trust regards both adults and children as learners and values Continuing Professional Development for everyone in the trust. We can offer all of this as well as an opportunity to further develop the role as the Trust prepares for growth and, with that, exciting future opportunities.

As the CFO, you will be responsible for developing and implementing enhanced practices and processes, achieving value for money and securing the financial future of our Trust. You will also have strategic involvement with the wider business functions. The CFO is responsible for the financial development and sustainability of the Trust, and for the financial probity of the organisation reporting to the CEO and Trust Board.



You will also be responsible for providing the leadership and management of the trust's finance and business functions, enabling the trust to work effectively towards its aims and KPIs. You will work to ensure that our schools are fully equipped to meet required deadlines for submission of returns and publication of statutory information and will support and advise the CEO in their role as the trust's accounting officer.

The role offers the opportunity for career progression within the academy sector, or a more flexible approach to working for a more experienced candidate.

If you feel you have the skills and qualities required for this role, we would like to hear from you. This pack contains all the information you need in order to apply for the position.

Application

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE). A copy of this 'Application Pack' and 'Trust Application Form' can be found here: <https://www.educationlearningtrust.com/vacancies>

For a confidential conversation about the role, please contact us on 0161 757 9333 option 1.

Key Dates

The deadline for applications is: Friday 17 January 2025 at 12:00pm

Shortlisting will take place on: Friday 24 January 2025

Interviews will be held on: Friday 07 February 2025

Salary and Hours

37 hours per week, full year.

The base for this role will be at the ELT Office based at Gatley Primary School, Hawthorn Road, Gatley SK8 4NB.

The salary for this role will be competitive depending on experience.



Start Date

We want to provide the successful candidate with the opportunity to start as soon as possible in order to facilitate a smooth handover.

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

All offers of employment are subject to a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Equality

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).



Duties and Responsibilities:

Strategy and change

- Work collaboratively with the CEO at a period of growth and expansion within the Trust.
- Work alongside the CEO to implement the 3-year strategic business plans including setting and managing budgets, targets and outputs and reviewing progress against these.
- Support other members of the Trust's Business, Finance and Administrative teams in the development of functional strategies and plans.
- Work with the CEO to effectively manage change within the MAT.
- Support with facilitating the design of new initiatives with the CEO and central team and implementation across the MAT.

Business planning and performance reporting

- Manage the annual and 3-year strategic business planning to produce effective budget for approval by the Board of Trustees.
- Manage the implementation and maintenance of strong strategic and operational financial planning processes and controls to safeguard the MAT's finances.
- Ensure that all necessary monitoring and evaluation of finance and performance is undertaken across the MAT and reported to the Academy Governing Bodies (AGBs) and Board of Trustees.
- Manage the production of the annual report and accounts, including the statement of financial activities, balance sheet and associated notes to the accounts.

Business Management

- Work with the Director of Operations on effective risk management across the MAT, working closely with the CEO and Headteachers.
- Lead as the primary point of contact, inclusive of finance, HR, VAT, risk and legal departments to ensure MAT wide finance systems are efficient and effective.
- Develop relationships with suppliers and lead on supplier cost effectiveness projects.

- Lead the drive for efficiency throughout the MAT.
- Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times.
- Ensure appropriate levels of insurance are in place to fully capture the needs of all the establishments within the MAT.

Financial management and compliance

- Provide strategic oversight and guidance to the CEO and oversee the work of local and central staff involved in financial processes and procedures.
- Oversee the day-to-day financial and operational management of the MAT, including budgeting, monitoring and risk management, ensuring all establishments with the MAT are strategically planning and delivering.
- Ensure that all financial regulations (specifically SORP), schemes of delegation and financial procedures are fully adhered to and reviewed and updated as required by the Education and Skills Funding Agency (ESFA), Charity Commission, HMRC and other regulators.
- Direct the preparation of budgets and monitoring in line with the Funding Agreements established between the MAT and the academies within it.
- Ensure the availability of timely financial information to the Board of Directors, CEO and support local and central teams in the interpretation and reporting of financial information.
- Act as Company Secretary for the MAT ensuring deadlines are met for all returns and publications.
- Support the due diligence process for any future opportunities in terms of growth and expansion of the MAT.
- Manage the co-ordination of the internal and external audits and preparation of the statutory accounts for each establishment within the MAT and the preparation of the consolidated accounts for presentation to the Board of Trustees.
- Implement appropriate audit and control measures and maintain relationships with auditors and bankers.
- Work closely with School and Trust leaders to ensure efficient procedures are being followed in terms of Trust accounts and associated reports at central and local level.

Human Resource (HR)

- Provide strategic oversight and guidance to the HR Director.
- Work collaboratively with central and local teams to ensure that relevant HR policies are in place and adhered to.
- Work with the CEO and school leaders to ensure that the HR requirements for each establishment are met and are in line with ICFP thresholds.

- Prepare salary forecasts to demonstrate the affordability and sustainability of staffing structures required.
- Lead the implementation of other HR processes as necessary e.g. payroll.
- Manage the professional development, appraisal and training for the support staff within the MAT central team.

Other Duties

- Attend, participate and present in Trust Board meetings.
- Liaise regularly with the Board of Trustees, attending meetings of the Board and subgroups as required and ensuring prompt and effective responses to issues emerging from meetings.
- Support Trust Board reporting process and deliver outputs efficiently and to time.
- Work alongside the CEO and Strategic Business Lead to ensure that appropriate agendas are circulated and documents uploaded, so that meetings can be effective.
- Any other reasonable tasks commensurate with the role as a member of ELT to ensure the smooth running of the MAT.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Adhere to the ethos of the MAT, promote the agreed vision and aims of the MAT and set an example of personal integrity and professionalism.

Ethics and Values

To work with full regard for the 7 Principles of Public Life as defined in The Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership
- To uphold the values of Education Learning Trust; to act as a role model for others within the trust and to always act in the best interests of the Trust
- A commitment to equality and diversity.

Supervision will be provided by the Trust CEO. However, the Chief Financial Officer will be required to plan their own work to ensure that defined objectives are met effectively.



Person Specification

QUALIFICATIONS:	Essential	Desirable
Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)	✓	

EXPERIENCE:	Essential	Desirable
Experience of working in a strictly controlled environment, with clear lines of accountability, where confidentiality and attention to detail are essential in securing the reputation of the organisation and minimising exposure to risk.	✓	
Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.	✓	
Experience of managing budgets, including month-end procedures, consolidations and the production of management accounts.	✓	
Experience of communication with colleagues and stakeholders at all levels and the ability to negotiate and act on behalf of the organisation.	✓	
Experience of working in a school/business environment, establishing systems to prioritise the workload for yourself and others.	✓	
Experience of effectively working with outside agencies/providers.	✓	

KNOWLEDGE/SKILLS:	Essential	Desirable
High level of IT competence, literacy and numeracy skills	✓	
Ability to effectively communicate and negotiate	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to contribute to organisational business planning	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to lead, manage and motivate others towards excellent performance	✓	
Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc.	✓	
Ability to negotiate 'best value' with suppliers	✓	
Ability to communicate with a range of audiences including colleagues, governors, trustees, external professional services etc...	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Thorough knowledge of relevant safeguarding policies and procedures.	✓	
Knowledge of financial accounting and contracting procedures and practices.	✓	
In-depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.	✓	
Experience of using and supporting others in the use of financial software packages, including a working knowledge of Access Budgets and Finance		✓
Experience in working in a similar role and environment.		✓
A minimum of 5 years' experience in a senior business/finance role within a school, Trust or similar organisation.		✓

PERSONAL AND PROFESSIONAL QUALITIES:	Essential	Desirable
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels	✓	
Good leadership skills and ability to inspire and challenge colleagues	✓	
Excellent skills in strategic planning and strategic management of financial resources	✓	
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	✓	
Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Capacity to work under pressure to meet deadlines and organisational priorities	✓	
Flexible in terms of working patterns and evolution of the role	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to communicate with a range of audiences including colleagues, governors, trustees, external professional services etc...	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
Knowledge of financial accounting and contracting procedures and practices	✓	
Experience of managing payroll within a similar role	✓	
Knowledge and experience of acquiring grant funding.		✓
Experience in project management		✓

OTHER	Essential	Desirable
Driving license and own transport	✓	
A keen positive and enthusiastic team player who upholds the values of the Trust.	✓	

APPLICATION LETTER	Essential	Desirable
A letter (word processed and maximum of 1000 words) should be submitted alongside your application form, outlining clearly how you would meet the criteria of this post and the knowledge, skills and attributes you would bring to the role.	✓	
The application form should be fully completed and accurate	✓	

