



**LET**  
**EDUCATION**  
**TRUST**

AMBITIOUS | INCLUSIVE | RESILIENT

**OCTOBER 2024**

**CHIEF FINANCIAL OFFICER  
CANDIDATE PACK**



Visit Our Website

[www.let-edu.org](http://www.let-edu.org)

# Welcome from the CEO

Dear Colleague,

Thank you for showing an interest in the post of Chief Financial Officer. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.

The role of the CFO in our Trust is a vital one. We want to employ someone who puts children at the heart of their decision-making and who will support the use of funds to improve the educational opportunities and life-chances of the young people in our schools. Trustees are supportive of improving our school environments and providing the best resources available. The successful candidate will also be able to build positive working relationships with the CEO and COO as well as the headteachers in our schools. They will also line-manage the central finance team based at The Beehive.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is emphasized and supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residentials, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

If you have the highest standards of professional endeavour, integrity, ethics and the relevant experience and skills and would like to be part of our MAT, I look forward to receiving your application. You can find out more about our Trust at [www.let-edu.org](http://www.let-edu.org)

Best wishes  
Steve Campbell  
Chief Executive



## Job Advert

### We are seeking an energetic and inspirational Chief Financial Officer

**Permanent | £45,203 | 3 days per week | full year  
Required from 1 January 2025 or sooner if possible**

**Subject to a pay award increase**

The Trustees of LET Education Trust are seeking to appoint a new chief financial officer to take responsibility for trust-wide operations including, but not limited to, financial management and control, reporting and compliance, risk management and audit, governance and contributing to delivering MAT growth. Our Trust was established in March 2022 and has two secondary schools and two primary schools.

Candidates should complete and submit the application form together with an accompanying letter, in which you outline your experience and suitability for the position.

The application form and wellbeing charter can be found at [www.let-edu.org/vacancies](http://www.let-edu.org/vacancies)

Applications should be returned to Kate Shorrock at [shorrockk@let-edu.org](mailto:shorrockk@let-edu.org). The closing date is Monday 4 November 2024 and the interview date is to be confirmed.

Visits to the trust headquarters are encouraged and can be arranged by contacting the office on 01254 355521.



October 2024



## Chief Financial Officer (CFO) Job Description

LET Education Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details	
Salary	£45,203
Hours	3 days per week, full year
Contract Type	Permanent
Reporting to	Chief Executive Officer (CEO) and Chief Operations Officer (COO)

### **Main Purpose**

The CFO is responsible for the financial development and sustainability of the LET Education Trust and for the financial probity of the organisation. They will 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. They will support the CEO in their role as the trust's accounting officer.

### **Duties and Responsibilities**

The duties and responsibilities listed below are indicative of the tasks the CFO and the LET Education Trust will perform, and are not intended as an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

### **Strategic Leadership and Trust Development**

The CFO will be accountable for supporting the trust's strategic development and aims through effective financial planning and management, in line with regulations.

The CFO will:

- advise the CEO, COO, 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 finance analysis and guidance on all activities, setting financial objectives and monitoring performance,
- conduct financial due diligence on schools applying to join the trust, 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 maintaining the trust's risk register,
- develop, implement and monitor the trust's business plan, using effective financial and budget modelling and benchmarking to support strong decision making.

### **Financial Management and Control**

The CFO will be accountable for maintaining robust financial management of the trust and its academies.

The CFO will:

- manage the budget process, from planning through to approval, working with other trust leaders,
- work with the headteachers and operations managers within the trust to prepare and monitor individual school budgets in line with school improvement 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, procurements, asset management and disposal, etc. in accordance with the Academy Trust Handbook, enabling robust financial management,
- take appropriate action to address financial risks, problems and irregularities,
- develop and maintain an effective internal audit procedure for the trust and its schools, including producing audit reports and making recommendations for improvement,
- manage the external audit procedures for the trust and its schools, and follow up on any recommendations resulting from audits,
- arrange and manage necessary insurance arrangements for the trust,
- manage the trust's tax and national insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for,
- manage the trust's cash position at all times, including overseeing bank deposits,
- support the income generation strategy for the trust and its schools.

### **Reporting and Compliance**

The CFO will be accountable for ensuring that the trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.

The CFO will:

- complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House,
- 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 to the trust board and other trust leaders to support effective leadership and governance.

### **Leadership and Management**

The CFO will be accountable for supporting the effective management of the trust and its academies, and for providing motivational leadership at all levels of the trust's organisation.

The CFO will:

- take responsibility for the trust's financial management system (Access), including managing user access, providing training, considering future system development and generating reports,
- manage the central finance team and school operations managers, taking responsibility for the professional development and ensuring best practice is observed at all times,
- 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,
- work with the COO to support the effective delivery of payroll services for the trust and its schools,
- develop effective relationships with the trust's stakeholders and partners in order to support its development and operations,
- 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.

### **Notes**

This job description may be amended at any time in consultation with the postholder.

## Chief Financial Officer (CFO) Person Specification



	Essential	Desirable	How identified
<b>Education and Training</b>			
Educated to a degree level or equivalent	✓		AF
Possession of or working towards relevant professional accountancy qualification(s) such as ACCA, CIMA, CIPFA (including CIPFA qualifications developed in partnership with ISBL) ICAEW or equivalent.	✓		AF
Commitment to maintain continuing professional development and/or personal development and undertake relevant ongoing training.	✓		AF, I
Qualification in Education Leadership, E.g., DSBM, Masters Degree (MA, MSc, MBA)		✓	AF
School Resource Management Accreditation		✓	AF
<b>Experience</b>			
Senior financial management and strategic leadership role in an academy or academy trust	✓		AF, R
Experience of working at Board level		✓	AF, R
Experience of successful CIF bids		✓	AF, I
Experience of internal and external audit	✓		AF, R
Strong understanding of financial regulations and accounting principles	✓		AF, I
Statutory requirements for the operation of an educational institution, including company secretarial, legal and tax issues	✓		AF, I
Strong understanding of the Academy Trust Handbook	✓		AF, I
Strategic thinker with the ability to exercise strong leadership skills	✓		AF, I
Highly-developed analytical skills to provide perspective and insight	✓		AF, I
Strong technical ability, with experience of Integrated Curriculum Financial Planning, resource optimisation, and people management	✓		AF, I
Excellent IT skills with extensive knowledge and application of financial packages (e.g. HCSS, PS Financials etc)	✓		AF, I
Knowledge and experience of managing	✓		AF, I

external relationships with professional and regulatory bodies			
Management experience with a proven track record in empowering colleagues and teams	✓		AF, I
Understanding of and a passion for education, with a strong moral purpose	✓		AF, I
Excellent communication and interpersonal skills, with the ability to present financial information to diverse stakeholders	✓		AF, I
<b>Personal Attributes</b>			
Analytical problem-solving capability with well-developed emotional intelligence, judgement and political awareness	✓		AF, R, I
Resilience and ability to drive change, both through their own practice, team and across the trust schools	✓		AF, R, I
Highly effective communication skills, with the ability to influence and negotiate effectively	✓		AF, R, I
Diplomacy, openness and approachability	✓		AF, R, I
Personable, but principled style of strategic leadership and contextual, pragmatic understanding of resource management	✓		AF, R, I
Personal integrity, self-awareness and a commitment to personal development and self-reflection	✓		AF, R, I

Key

AF = Application Form

R = References

I = Interview