

Chief Financial Officer Candidate Information Pack



**SANCTA
FAMILIA**
CATHOLIC ACADEMY TRUST



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Welcome to **Sancta Familia Catholic Academy Trust**

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

As a group of schools we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination. Our schools are already driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for your children to learn and grow.

Our journey will develop even further in as we continue to welcome new schools into our trust across South and South West London.

The Trust's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.

Please do contact me if you would like to discuss the role further.

I look forward to receiving your application.

Ged Fitzpatrick
Interim Chief Executive Officer



Information about the process

Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 9am Monday 9th June.

Completed forms (and any enquiries) should be submitted to info@sanctafamilia.co.uk

Shortlisted candidates will be asked to attend an assessment centre and interview on 17th and 18th June.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.



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Accountable to: Chief Executive Officer

Post Type: Permanent

Salary: £85k – £100k (dependent on experience)

Working Pattern: Full time

Location: South London (Croydon, Sutton, Merton)

Disclosure Level: Enhanced DBS

Responsible for:

As a member of the Catholic Academy Trust Senior Leadership Team, the CFO will have responsibility for all aspects of finance in the Trust as it grows. Delivering operational integrity, high level direction and rigorous controls. The successful candidate will play an integral role in developing the potential of this expanding Trust so that it is financially sustainable but enable the trust to fulfil its potential in Catholic education in fulfilling its mission. The CFO will provide insight into opportunities for commercial decision making through excellent strategic financial guidance and leadership. Through day-to-day accounting, the CFO will help embed a culture where the individual schools work together using resources effectively in the interests of the pupils and staff across the trust.

Liaising with:

The Trust Board, Committees of the Trust, the Diocesan Schools Commissioner for the Archdiocese of Southwark and external agencies as required including the DfE/ESFA, auditors and other external parties as required (e.g. Charity Commission).

Job Description:

As a member of the Trust's Senior Leadership Team, the CFO will have strategic responsibility for all aspects of Trust finance, asset management, risk management, capital planning and procurement. Delivering strategic direction through the effective use of assets and resources, this role is integral in leading a successful trust that is financially sustainable. The role will identify opportunities for commercial income development working collaboratively with the academies in the Trust and with due regard to the ethos of the Trust.

Finance, Audit and Risk:

- To provide strategic guidance of all the Trust's finances within the scheme of delegation advising the CEO, Directors and principals on all financial matters and develop appropriate policies for depreciation and reserves etc.
- To ensure the trust complies with the obligations of the funding agreement, Academy Trust Handbook, Trust's financial regulations and Company and Charity Law accounting requirements.
- To ensure accurate and timely financial returns as the main point of contact for ESFA as well as providing effective reports to members, the Trust Board and its committees as required including the statutory financial and Companies House returns.
- Ensure effective risk management and record keeping including non-financial risks and the drafting of appropriate short, medium and long term budgets and cash flows to allow the required monitoring by the Board of the Trust including KPIs.
- Use analysis and complex financial data for project management to support the development of trust activities, develop solutions alongside strategic guidance on targets and activities to create success.
- Continually review and improve financial systems and policies so that they are streamlined, effective, efficient, robust and compliant with the latest requirements.
- Lead on the Trusts approach to Audit and Risk Management ensuring the internal and external audit needs of the trust are met in line with statutory guidance.
- Be responsible for the preparation of annual accounts to prescribed standards, meeting statutory timelines and supporting the board's responsibilities in this regard including:
 - Manage income and expenditure across all academies in the trust, identifying any risks or concerns arising and implementing strategies to mitigate such situations.
 - Proactively manage cash flows, co-ordinating banking and treasury matters and policies to protect assets and charitable status.
 - Maintain the trusts relationship with its bankers.
- Develop a long-term capital strategy aligned to that of the Archdiocese for all land and buildings preparing timely applications for submission as grants are available.
- Ensure the adherence to Diocesan protocols and guidance relating to asset accounting and management and non-educational activities such as insurance requirements.
- To give oversight in developing an effective team working with all those with financial responsibilities across the trust.
- To work in an effective and timely manner with other staff or advisers giving oversight to the Co-ordination of other services such as estates, H&S and HR

Procurement and Services

- Ensure the Trust has an appropriate procurement policy meeting statutory requirements and ethical considerations to support best value and innovative approaches to services.
- Ensure a comprehensive and effective financial system is in place meeting best practice for ESFA and statutory requirements.
- Ensure payroll and pension services are best value, proprietary and compliant with all legislation.
- Lead negotiations for effective and efficient service contracts to ensure value for money across all trust activities, maintaining a strategic overview of services as the Trust grows.

Safeguarding Children

Sancta Familia is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed Sancta Familia policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertaking any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Our Staff

Our central Trust team have the highest expectations, and we are committed to securing outstanding outcomes for the young people we serve, by driving excellence in our schools through a balance of challenge and high-quality support. In our schools, our staff are consistent and driven to provide the best teaching and opportunities for our students Teachers work in a well disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equalities policies.



Person Specification

A. Training and Qualifications	Essential	Desirable
Accountancy qualifications (ACA, ACCA, CIMA or CIPFA)	Y	
Educated to degree level	Y	
B Faith Commitment	Essential	Desirable
Catholic in full communion with the Catholic Church both in terms of practice and personal standing.		Y
C. Experience of Strategic Leadership & Management	Essential	Desirable
Senior financial and strategic leadership in the public or private sector with accountability for a complex resource base	Y	
Proven track record of financial leadership and building effective teams	Y	
Significant experience of managing budgets, working with stakeholders to develop strong systems and financial understanding across an organisation	Y	
Experience of developing good relationships and working at board level and reporting to regulatory organisations	Y	
Experience of working in the educational sector		Y
Experience of working with trustees, governors or similar		Y
Experience of successful grant applications		Y
D. Knowledge and Statutory Requirements	Essential	Desirable
Detailed and up to date knowledge of accountancy and professional codes of practice	Y	
A good knowledge of the Catholic Church's mission through education and its implications		Y
Advanced knowledge of statutory requirements of educational trusts		Y
Substantial knowledge and experience of managing procurement and contracts	Y	
Up to date knowledge of Data Protection and Freedom of Information Acts		Y
An understanding of working with external and internal auditors	Y	
E. Personal Skills	Essential	Desirable
Strong analytical judgement skills of complex projects	Y	
Significant ability to view risk management through various lenses not just financial	Y	
A strong moral purpose able to be reflective and self-critical as well as resilient, pro-active and motivating	Y	
Ability to build and direct a multi-disciplinary team effectively, demonstrating excellent leadership skills	Y	
Ability to demonstrate innovative solutions and identify opportunities to maximise income	Y	
Ability to manage a diverse workload effectively and in a timely manner whilst meeting the expectations of senior staff	Y	
Highly effective communicator able to influence and negotiate successfully	Y	
Ability to present complex information to a wide audience requiring high levels of persuasive skills, diplomatically and confidentially, challenging where necessary	Y	
As a strategic senior person in the trust you will represent the trust at external meetings and in the wider community using discretion, professionalism and initiative as required	Y	
Ability to relate well to educational environments especially staff and children	Y	
Excellent written and presentational skills, and proficient in the use of financial and office information systems	Y	



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