

Chief Financial Officer

Application Guide



Application Closing Details

Closing Date: Monday 03 October 2022

Closing Time: 9:00 AM

Chief Executive Welcome



Dear Applicant

Thank you for your interest in Severn Academies Educational Trust. This pack is intended to give you a flavour of our vision and values, as well as information about the post of Chief Financial Officer.

Our Trust was founded in 2016 and has grown to a trust of eight schools: two secondary and six primary schools within Wyre Forest, working for over three thousand pupils and their families from nursery provision all the way through to post 16 study.

The Chief Financial Officer is a key role within the central Trust operations team, working closely with the Chief Operating Officer, central leadership team and Trustees to deliver the Trust's vision, aims and objectives through high quality management that enables efficient and effective service delivery.

The opportunity

We are looking for an experienced finance professional who brings creative and innovative thinking to this role, along with first class knowledge and experience.

The Chief Financial Officer will work closely with the Chief Operating Officer to provide insight into commercial decision making, strong financial leadership and technical guidance.

The successful candidate must have the capacity to work independently, and as part of a wider finance team, with the ability to communicate effectively to a wide range of audiences. You will have a shared commitment to our values and to forming positive working relationships with our community.

If you would like to apply please complete the application form that can be found on our website and return to recruitment@saet.co.uk by the closing date of 9am on Monday 03 October 2022. If you have any queries please contact the Trust HR team on 01562 542574.

We look forward to meeting you soon.

Chris King
Chief Executive

Our Pledge



Just as we have the ambitious aims of achieving the very best for the young people in our schools, we seek to provide the very best professional opportunities and environments for our excellent team of over four hundred professionals across the Trust.

At Severn Academies Educational Trust, we recognise that people are creators of value in an organisation. Our staff work extremely hard for the benefit of the young people in our schools to enable the delivery of **excellence** and **aspiration** in every phase of provision and be considered an education provider, community partner and employer of choice.

Partnerships



As a partnership of schools, our Trust provides and shares skills, experience, talent and capacity to help and improve learning and achievement locally and across Herefordshire, Shropshire and Worcestershire.

Our School Centred Initial Teacher Training (SCITT) programme is the longest established school-based training provider in Worcestershire. Offering training and support to all partner schools, we believe that being part of a group makes us 'stronger together'.

Following ITT, many of our trainee teachers choose to remain within the Trust taking on opportunities to embark on their early career progression or support roles across our schools.

We are an employer of choice



In line with our priorities for school improvement our Trust wide staff development programme is driven by the core purpose of improving outcomes and life chances for our students, allowing us to deliver the highest quality education for all children.

Recruiting and retaining the best professionals, harnessing talent as part of our leadership succession planning across the Trust creates conditions for our people to thrive.

Supportive structures help develop an ownership of the organisation's objectives, where staff are valued for their contribution.

We have an active staff voice through our Trust Staff Council. With representatives from all Trust schools, the group are able to facilitate collaboration between individual school councils, which helps shape and implement our people strategy.

Our people centred Trust HR services provide a consistent approach across our schools, with specialist professional health and wellbeing support through our employee assistance programme.

We provide nationally accredited and bespoke leadership training, support, research and development opportunities for school staff across the region and have a bank of nationally and regionally recognised experts that can act as a task force to help schools and individuals in need of support.

Job Description

Introduction

As an integral member of the trust central team, the Chief Financial Officer (CFO) will work with the Chief Operating Officer (COO) to deliver the Trust's overall strategic development ensuring that the organisation lives the ethos and values of Severn Academies Educational Trust.

The CFO will play a leading role in supporting the growth and development of the trust; achieving financial sustainability by providing high quality management that enables efficient and effective delivery of the Trust's core aims.

The CFO will lead the promotion and delivery of good financial management across the organisation, so that public money is safeguarded at all times and deployed appropriately, economically and effectively.

Key Responsibilities

- To embody the values, vision and ethos of Severn Academies Educational Trust acting as a conduit for this vision and direction in day to day operations.
- To contribute to the Trusts aims for ambitious outcomes that maximise the educational and personal development of students across the Trust.
- Work with the COO, Board of Directors, Local Governing Bodies and staff to deliver the Trust's vision, aims and objectives, attaining ambitious outcomes that maximise the educational and personal development of students across the Trust.
- Working with the COO in implementing the Trust's long-term strategic and operational plans, and contribute to school improvement plans.
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
- Represent the central team in planning and development within the Trust and ensure clear and effective two-way communication between academy staff and the central team.
- Support and secure delivery of excellent services within the Trust through the promotion of high-level professional standards.
- Represent the central team at Executive Leadership level to the Board of Trustees and external bodies where appropriate.
- Advise the COO on all financial matters ensuring that the financial impact of decisions is understood and taken into account.
- Ensuring the financial sustainability of the Trust, within the framework for financial control.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Modelling and promoting the Trust's wellbeing principles.

Job Description

Specific Duties

Management

- Ensuring good governance, ethical behaviour, sound accounting practices and internal control systems, are followed within the finance function and across the Trust.
- Ensuring the COO, Board and SLT have access to robust financial assistance and advice regarding all aspects of financial management within The Trust.
- Contribute to the process of setting and maintaining the Trust's strategic financial plan including a 1, 3 and 5 year budget plans.
- Review and maintain appropriate Trust policies, processes and procedures to ensure compliance with various external regulations.
- Analyse and interpret data in relation to the trust; developing solutions and strategies over the medium and long term.
- Attending and contributing to the appropriate committee meetings to ensure broader financial aspects of key decisions are fully considered and communicated.
- Keeping the COO and the Board up to date with the latest Education & Skills Funding Agency (ESFA) changes and other statutory guidance, providing filtered briefings, as appropriate.
- Participate in the management of major projects, as required by the COO.

Financial Controls

- Ensuring all forms and returns are prepared and filed in relevant formats and in line with set deadlines in particular regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts as well as SAET Board.
- Liaising with external regulators as required.
- Ensuring the quarterly, monthly and ad-hoc management accounts are adequately prepared by the Trust's finance team.
- Developing and maintaining the in-house Financial Procedures Manual.
- Liaising with the Company auditors and the Trust's responsible officers as necessary.
- Contribute to financial risk assessments and assistance with implementation of appropriate safeguards.
- Receiving, analysing and interpreting financial reports, and communicating findings as appropriate.

Job Description



Financial Controls Cont.

- Overseeing the preparations of an annual draft budget plan for each academy school for consideration by the Board of Directors before the start of each relevant financial year.
- Monitoring expenditure and reporting to the COO regarding income and cash flow against the approved budget and submitting reports on each academy schools' financial position for each meeting of the Directors Board.
- Review reforecasting requirements for any academy school's budgets and recommend these to the COO for Board approval if appropriate.
- Ensure the trust acts in compliance with relevant legislation and statutory guidance at all times.
- Contributing to the Annual Report and consolidated financial statements, in conjunction with external auditors.
- Advising the COO and the Board if fraudulent activities are suspected or uncovered.

Audit

- Resourcing and maintaining an effective internal audit function or equivalent.
- Producing internal audit reports for each academy school in the Trust, together with any recommendations for improvement.
- Ensuring internal reports are shared with the COO and the Board.
- Contributing to the SAET Risk Register
- Take ownership for areas assigned to the post holder as identified on the Risk Register.
- Cooperating with, initiating and managing audit procedures.

Job Description



General

- This job description is subject to the general conditions of service as set out in the most recent version of the related Pay and Conditions Document and should be carried out in accordance with the relevant professional standards.
- The post-holder must promote safe working practices, will act financially responsibly and consistently with external regulations and the Trust Code of Conduct and associated policies.
- Duties included in the job description are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the line manager/CEO.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website:
<https://www.saet.co.uk/gdpr-3/>

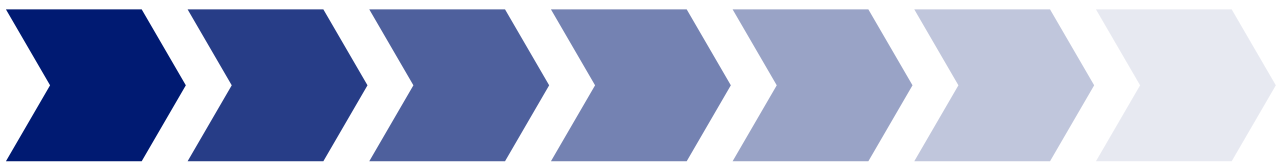
Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Education & Professional Qualifications	<ul style="list-style-type: none">• Qualified accountant to degree or equivalent professional finance qualification (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)• Evidence of continuous professional development		Application
Experience	<ul style="list-style-type: none">• Experience of managing significant financial resources with a good appreciation of relevant regulatory frameworks• Experience of procuring and managing services and contracts to ensure that value for money and key performance indicators are met• Sound financial abilities, including management of budgets, assessment of financial risk and forward planning• Successful track record of managing complex, significant projects from inception to complete• Extensive experience working as a member of a senior team• Experience of asset and facilities management• Experience in an educational environment	<ul style="list-style-type: none">• Experience of working within a multi Academy Trust.• Experience of obtaining additional funding.	Application Interview Reference

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of accountancy and professional codes of practice. Knowledge of statutory requirements and funding strategies regarding the education sector. 	<ul style="list-style-type: none"> In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies. Working knowledge of Iris Financials. 	Application Interview Reference
Skills & Personal Attributes	<ul style="list-style-type: none"> Ability to interpret complex financial information and statute, and devise policies and procedures in light of these. Model and always demonstrate the Trust's core values to students and staff Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems. Excellent communication skills at all levels Resilience within highly pressured environments Proven capability to work innovatively and independently Achieve challenging professional goals High expectations of self and professional standards. A commitment to safeguarding and promoting welfare for all Exemplary levels of integrity Ability to respect and understand the importance of confidentiality 	<ul style="list-style-type: none"> Able to plan and take control of situations. Able to work flexibly, attending and contributing towards meetings and training outside of their specified work hours. 	Application Interview Reference

Application Process



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Section One: Personal Details

Please ensure that all details are completed including your date of birth and national insurance number.

2

Section Two: Education, Training & Qualifications

Please complete this section fully.

3

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

Section Four: Supporting Statement

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.

5

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Application Process



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Section Six: References

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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Section Seven: Declaration

Please be aware that by signing the application form you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

Important Notice

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Where to send completed applications

Completed applications should be returned to **recruitment@saet.co.uk**

**If you would like to know more about
working with us please get in touch**



01562 542574



saet.co.uk



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