



The King's (The Cathedral) School  
Peterborough

# CHIEF FINANCIAL OFFICER

## CANDIDATE PACK

Preferred start date July 2025 / Negotiable

# WELCOME FROM THE HEADTEACHER



Thank you for your interest in joining The King's (The Cathedral) School at this exciting time.

The King's (The Cathedral) School enjoys a very strong reputation both within the city and the local region. As one of a small number of state schools nationally with close links to their local Cathedral, our distinct Christian culture is central to the life of the school. We are a Single Academy Trust educating students from the age of seven to eighteen in the heart of Peterborough. We are rightly proud of our student's strong academic achievements but the education at the school is far wider with students encouraged to take part in a broad range of extra-curricular activities.

The appointment of our next Chief Financial Officer is a crucial one for the school and will significantly support my own work as Headteacher. We are determined to retain our good financial health whilst continuing to invest in ensuring that students and staff benefit from excellent facilities.

We are looking for an individual with strong experience in finance and who has the skills and capacity to lead other key areas of school life including site, HR and catering where you will work with experienced middle leaders.

If you feel you have the skills, drive and commitment to join the school in this key role then we very much look forward to receiving your application. You are most welcome to arrange an informal tour and discussion prior to making a decision.

John Harrison  
(Headteacher)

# HISTORY OF THE SCHOOL



The King's School was founded in 1541 by King Henry VIII to provide education for the Cathedral choristers. The close association with the School and Cathedral Chapter are very much in evidence today. Since 2000, the school has benefitted from over 12m of capital investment with new buildings constructed to house Humanities, Languages and a Sixth Form alongside refurbishment of the Victorian buildings and significant enhancement of the Science facilities. In 2011, the King's School became an Academy and a Junior Department was re-opened in order to bring the age range to 7-18. The school now has over 1250 students and is heavily over-subscribed in each entry point. A successful CIF bid enabled the School to replace the Victorian roof and the Wolfson bid funded the development of a new careers suite within our historic library. In recent years, the school has continued to invest in the physical site, including an extension to the sports hall, the opening of a new fitness suite and 'Henry's', a much needed additional catering facility. In the last twelve months, the school has invested heavily in the IT infra-structure to ensure we have facilities that are secure and provide the most modern options for all staff.

# THE KING'S (THE CATHEDRAL) SCHOOL TODAY



The King's (The Cathedral) School offers a warm and friendly work environment with exceptionally well behaved students. Staff retention rates and morale are high and staff benefit from a child admission priority for staff.

The number of staff total 144 comprising of 74 teachers and 74 administration and support staff. The student body is made up of 1,247 pupils, 33 EHCP, 40 SEND and 169 PP. Attendance is 94.5%

Anyone interested in joining the School is encouraged to contact the school to arrange either an informal tour or a phone call with the Headteacher prior to submitting an application.

We look forward to hearing from you.

# THE CHIEF FINANCIAL OFFICER VACANCY

Reporting directly to the Headteacher our current Chief Financial Officer heads up a finance team including two finance officers, a finance assistant and a finance apprentice. Full details of the responsibilities of the role and skills required are detailed in the Job Description and Person Specification.

The post is full time, 52 weeks per year. The intended start date is July 2025 but this is negotiable.

The salary range is between £63,750 and £69,454 per annum.

Application forms can be downloaded from the school website and should be submitted along with a cover letter no later than **Friday 28th March 2025** to the Heads PA, Mrs Jo Baker at:-  
[baker.jm@kings.Peterborough.sch.uk](mailto:baker.jm@kings.Peterborough.sch.uk)

# JOB DESCRIPTION

## PURPOSE OF JOB:

- To undertake all responsibilities as Chief Financial Officer as determined by the ESFA
- To ensure clear and relevant financial reports to Governors and Headteacher, including monthly advice on budgetary issues.
- To manage and monitor all financial procedures, systems and accounts.
- To manage the administration of the School's payroll and ensure accurate payment of all salaries.
- To line manage the work on our support staff middle leaders including site, digital, catering and HR.
- Educational Visits Co-ordinator.

## MAIN ACCOUNTABILITIES:

### Budget Creation and Monitoring

- Provide information for, prepare and present the Annual Budget for consideration by the Headteacher and Board of Governors
- Manage, monitor and report on the Annual Budget, in accordance with the ESFA financial regulations, identifying causes of variance and taking prompt corrective action.
- Provide guidance, advice and training to budget holders in relation to the proper discharge of their financial responsibilities.
- Monitor quality of purchases and organise tendering processes in accordance with financial procedures and Best Value.
- Negotiate contracts, prices and rates of interest to maximise benefit for the School.
- Identify potential funding opportunities and ensure income generation from a range of sources.

# JOB DESCRIPTION continued

## ESFA

- Ensure compliance with all aspects of the ESFA / Academy Trust Handbook including the production of monthly accounts
- Undertake all financial returns to the ESFA to the required timescales
- Develop and maintain internal financial procedures in line with ESFA requirements.
- Identify changes to funding, processes and procedures.

## Governance

- Develop and maintain all policies relating to financial matters.
- Provide governors with assistance as necessary for the satisfactory completion of their financial duties, including access to all financial documents and accounting systems.
- Maintain all records with Companies House.

## Auditors

- Prepare all external auditor deliverables within the prescribed timetable.
- Facilitate the work of the internal auditor providing information as required and respond to recommendations made.
- Meet with Governor responsible for audit scrutiny.

## Payroll

- Manage the School's payroll system for all staff. Monitor payroll information, check for accuracy and ensure compliance.
- Ensure that staff are paid monthly, that all statutory and voluntary deductions and contributions are met and that payroll is complete, accurate and punctual.
- Oversee returns such as with the Inland Revenue and the Pension Agencies

# JOB DESCRIPTION continued

## Bank

- Have responsibility for the School's Private and Public Bank Accounts
- Select, update and optimise systems for operating the School's bank accounts, and reconcile accounts to computer records.
- Manage bank accounts and act as signatory.

## Ordering . Invoices / Payments

- Develop and maintain systems for ordering, processing and payments of all invoices and statements of account for all goods and services provided to the School.
- Ensure that VAT requirements are complied with.
- Ensure that orders and invoices are promptly dealt with and meet audit requirements

## Insurance

- Maintain detailed property records to inform insurance needs.
- Manage all insurance claims.
- Provide guidance to the Educational Visits Co-Ordinator and trip leaders on all financial matters.

## Line Management

- Lead and manage the work of the Finance team.
- Line Management an agreed remit of middle leaders from the support staff. This is likely to include site, digital, catering and HR.
- Provide significant contribution towards the 5 year school plans, particularly regarding the Good Estate Management Strategy.



# PERSON SPECIFICATION

## Qualifications

- Professional Accountancy qualification, e.g., ICAEW, CIMA, ACCA or CIPFA (desirable)
- Degree in a finance or business-related discipline (desirable)
- L4 Diploma for School Business Managers or Diploma for School Business Managers (desirable)

## Experience

- Senior Resource Management and strategic leadership experience, with accountability for complex resource base (desirable)
- Proven track record of successful leadership and building effective teams (essential)
- Significant experience of leading and managing budgets, working with stakeholders to develop strong financial understanding across the organisation (essential)
- Experience of developing and managing external relationships with professional and regulatory bodies (essential)
- Evidence of entrepreneurial and innovation with an ability to identify commercial opportunities to maximise income (essential)
- Experience of working within the education setting (desirable)
- Experience of working with Governors, Trustees or similar (desirable)
- Experience leading one or more business disciplines such as IT, Finance, HR, Site Services and/or catering (desirable)
- Experience in obtaining additional funding (desirable)

# PERSON SPECIFICATION continued

## Knowledge

- Detailed and up to date knowledge of accountancy and professional codes of practice evidenced by meeting CPD requirements (essential)
- Advanced knowledge of statutory requirements and funding strategies (essential)
- Substantial knowledge and experience of managing procurement and contracts (desirable)
- Proven awareness and respect for the highly sensitive status of information and its confidentiality (essential)
- Understanding of employer pension responsibilities (desirable)
- Up to date knowledge of Data Protection and Freedom of Information Acts (desirable)
- Knowledge of HR policy, practice and legislation (desirable)
- Demonstrable commercial acumen (essential)
- An understanding / experience of working with external auditors and agencies (essential)

## Skills and Qualities

- Proficient in the use of MS Office applications and Financial Information Systems (essential)
- Strong judgement and the ability to look at risk analysis through a commercial as well as financial lens (essential)
- Excellent analytical skills and sound judgement (essential)
- Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills (essential)
- Ability to interpret complex financial information, advice and statutes and to devise policy / practice autonomously considering these (essential)

# PERSON SPECIFICATION continued

## Skills and Qualities continued

- Ability to manage own workload without direction, having the ability to prioritise to meet tight deadlines (essential)
- Highly effective communications skills and ability to influence and negotiate effectively at local and strategic levels (essential)
- Ability to present complex information to a varied audience (essential)
- High ethical standards, strong moral purpose and influencing skills and the ability to engage effectively with all staff across the school and governing body (essential)
- Excellent written and presentation skills (essential)
- Confident in representing both the full governing body and headteacher at external meetings and in the wider community, using initiative and discretion as required (essential)
- A pro-active and self motivated mindset along with the ability to be reflective and self critical (essential)
- A personal commitment to ongoing learning and continuous professional development (essential)
- A belief that everyone can benefit from, and has entitlement to high quality education opportunities (essential)