



Chief Financial Officer (CFO)

May 2023



Dear Applicant,

I am delighted to share this recruitment pack for the post of Chief Financial Officer (CFO) at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The nine (soon to be 10) schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion.

The CFO plays a vital role within our highly successful, and growing Trust. The vacancy arises as the current CFO, who has been with the Trust since its formation in 2016, has accepted an exciting new position. Trustees, Governors and Headteachers have been fortunate to have worked alongside the current postholder and benefited from their wide knowledge and strategic financial planning. The current postholder will leave Thrive in a sound and viable financial position.

We are seeking to recruit a CFO to join the trust executive team. The CFO will work closely with the CEO, Board of Trustees, Trust Executive Team, Trust Central Team, and school leaders to ensure that the highest standards of financial probity are achieved.

Additional information is included in this recruitment pack to help you understand more about us. I would also welcome an informal discussion with myself, and to visit us should you so wish. To make arrangements please contact Helen Harrison, Senior Executive Assistant, harrisonh@thrivetrust.uk.

Thank you for your interest in the post of CFO at the Thrive Co-operative Learning Trust. I look forward to receiving your application.



Jonathan Roe
CEO





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



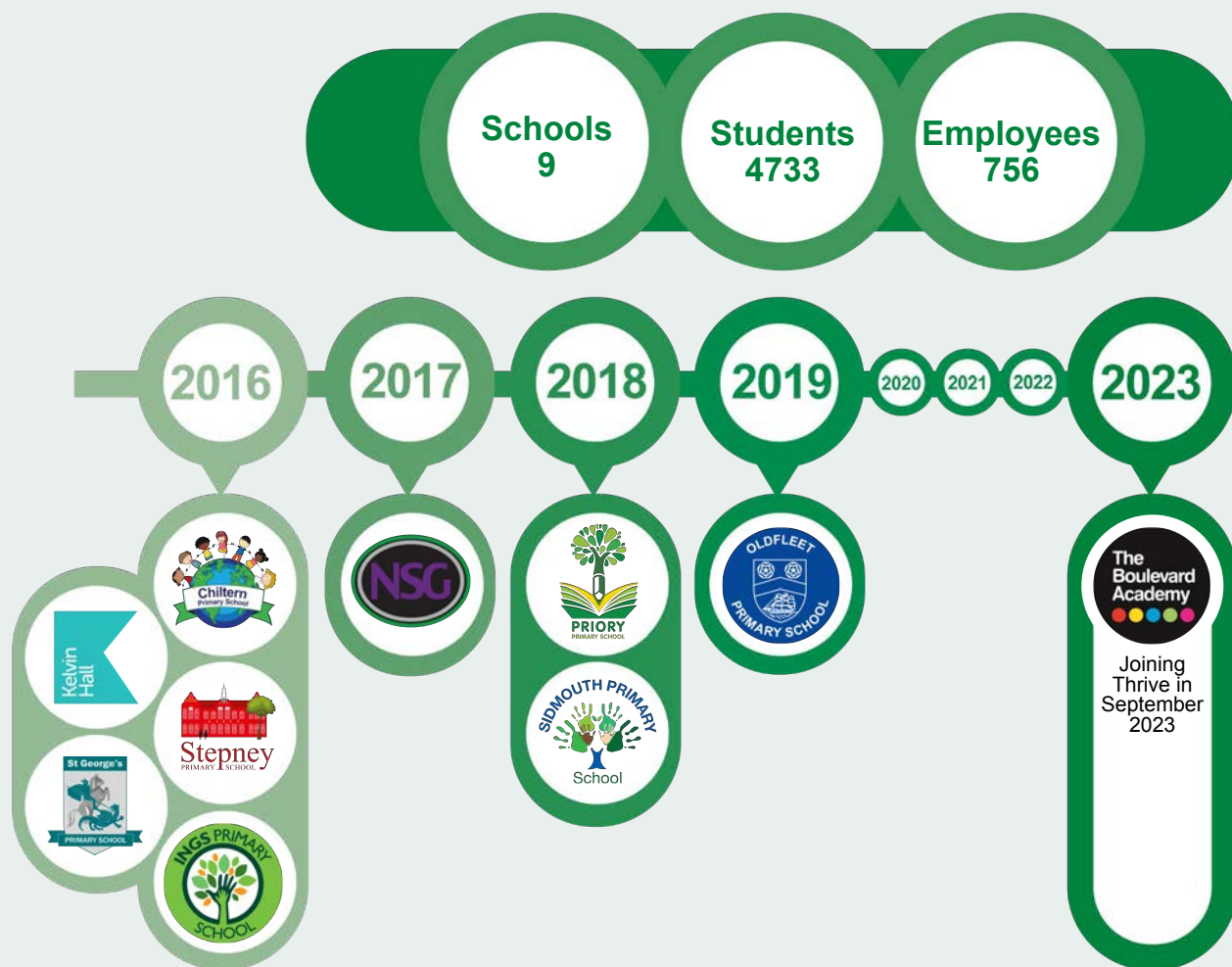
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

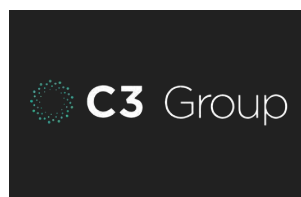


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



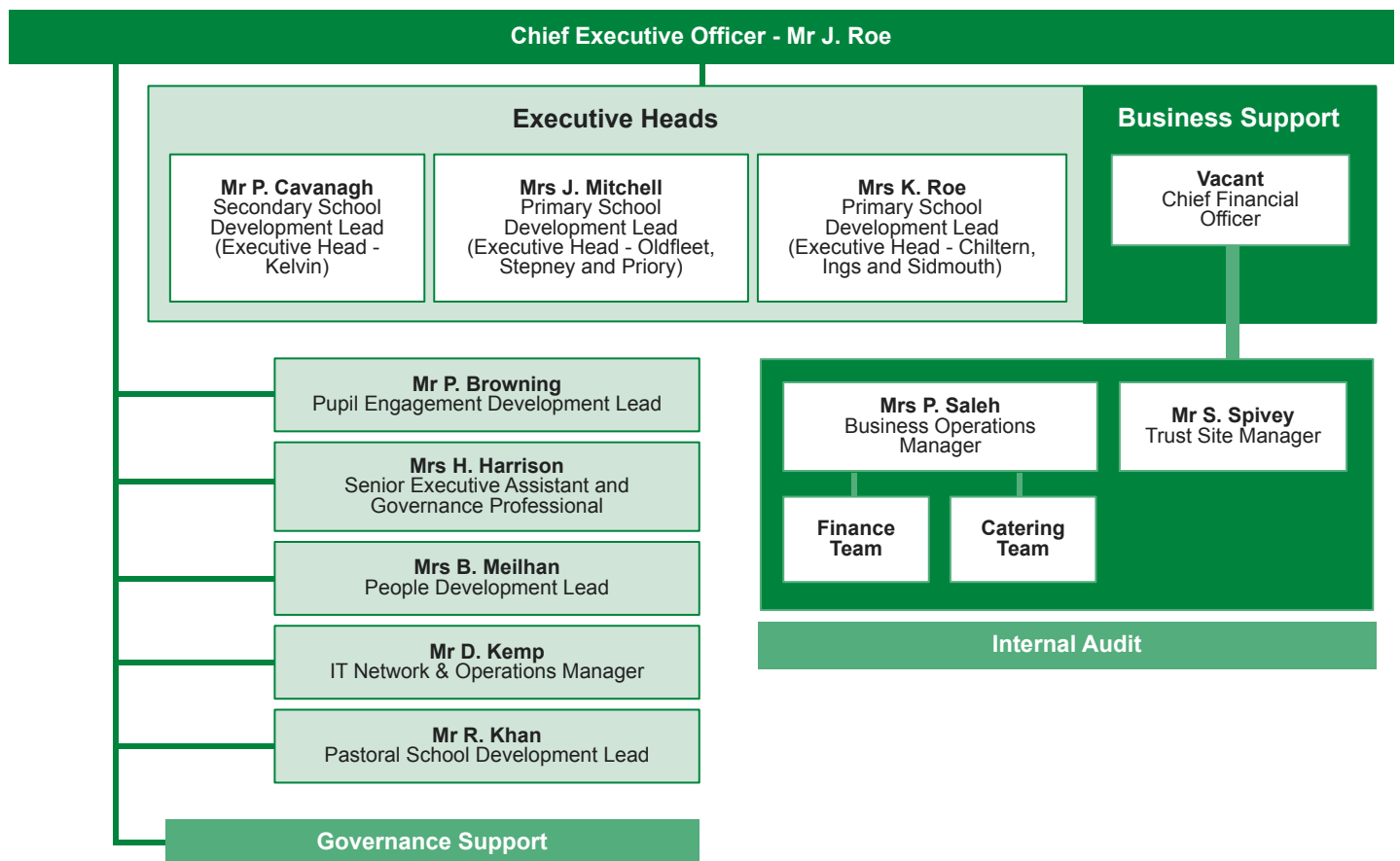
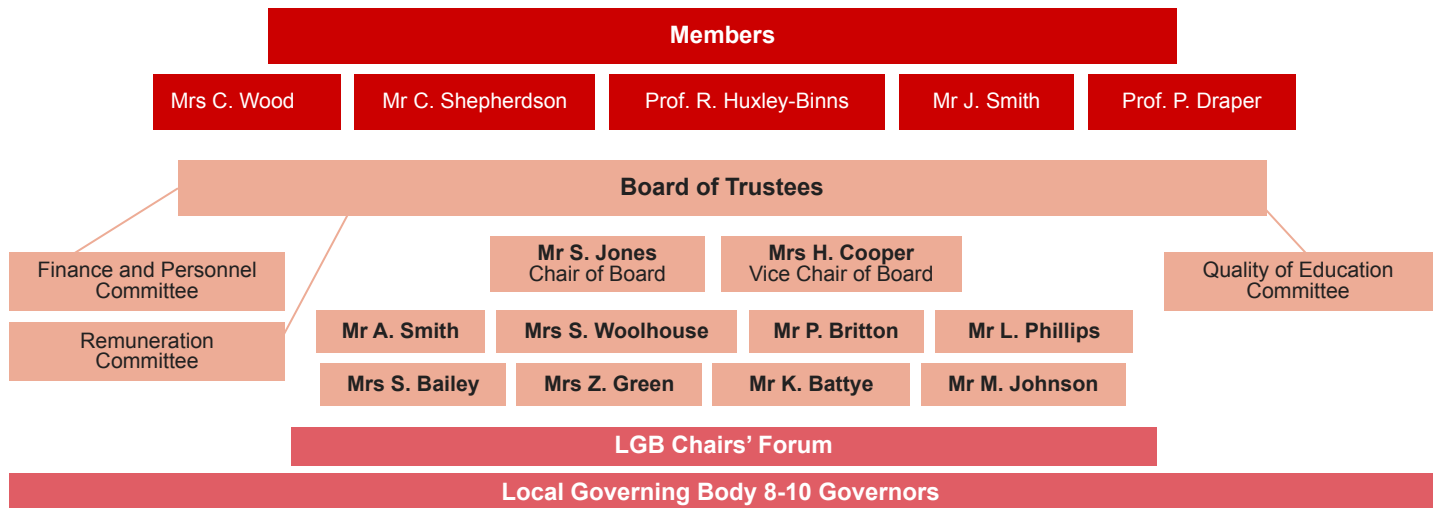
Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Thrive Trust Structure



Chief Financial Officer
Grade 14 £70,227- £74,137 (negotiable, depending on experience)
Relocation package available where appropriate
37 hours per week
Permanent

The Thrive Co-operative Learning Trust is responsible for nine (soon to be ten) schools across Hull; two secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

We are seeking to appoint a Chief Financial Officer (CFO). This is a fantastic opportunity for a dedicated and knowledgeable Senior Leader in Finance within a Multi-Academy Trust. This is a key appointment for the Trust and you will be leading and working in a team who are committed to doing their very best for all our schools and communities.

With responsibility for leading the Trust's financial and operational planning the candidate will be able to demonstrate proven ability in senior leadership, change management and financial control in complex environments.

Reporting to the CEO and a key member of the Executive Team, the CFO will lead an experienced team and ensure the successful management and delivery of the Trust's finances, operations and commercial activity.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion with the CEO, or to arrange a visit, please contact Helen Harrison, Senior Executive Assistant by email harrisonh@thrivetrust.uk

Closing date: Monday 5th June 2023 9am

Selection date: Monday 12th June 2023

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education \(2022\)](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK. This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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Job Description

Post Title	Chief Financial Officer
Grade	14
Location	Thrive Head Office
Reporting to	CEO

Purpose of Role

- To co-design trust financial strategy alongside the CEO and Trust Board.
- To advise and direct local school teams on all matters relating to Finance, Catering, Site Management and Risk Management.
- To ensure the most effective use of resources to support the schools' learning objectives, working collaboratively with Executive colleagues.
- To promote the Co-operative values and the highest standards of business ethos and due diligence within areas of responsibility.
- To negotiate and then oversee outsourced contracts.
- To promote and safeguard the welfare of children and young people.

Finance

To oversee the following areas:

1. Trust business development, ensuring that ideas for growth are underpinned by a clear, achievable and affordable business plan.
2. Co-ordinate consolidated financial information and reporting across the Trust, providing financial support and advice to Trustees and all schools in the Trust in relation to the Central Budget.
3. Establish financial systems across the Trust in line with Articles of Association, the ESFA Academies Handbook and company law. Consult Trustees, the CEO, Executive Leads and staff on mechanisms for high quality financial reporting, and report to the Trust Board on progress, ensuring transparency and accountability.
4. Provide direction to Headteachers and local academy teams on budget planning, budget setting, monitoring and financial procedures.
5. Make arrangements for the audit of budgets across the Trust as required by law and the Articles of Association to meet ESFA requirements.
6. Advise the Trust on funding opportunities (including grants and donations) to ensure that capital grants and bids for other funds are properly submitted to ensure priorities are met and income is maximised.
7. Develop and maintain an asset management and capital improvement plan across the trust using the central capital allocation from the ESFA.
8. Establish tendering and procurement systems for goods and services that enable the trust to operate cost effectively, legally and ethically.
9. Oversee the delivery of contracts, and establish relationships with suppliers, that ensure the trust receives the quality specified within the costings and timeline agreed.
10. Provide advice to Trustees on budget allocations to schools within the Trust to meet their needs as they evolve and their requirements change.
11. Support the Chair of the Finance, Personnel & Audit Committee in setting the agenda and following through actions from the meetings.



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Executive Team Member

1. Demonstrate integrity by being a trustworthy team member, supporting and challenging colleagues in a respectful way, and communicating openly and effectively.
2. Attend and actively contribute to Trust Board and Sub-committee meetings, Executive Team meetings and appropriate local leadership team/Local Governing Body meetings.
3. Contribute to the development of the trust as an important member of the Executive Team by advising on the development of support services, and facilities development, to enable the highest quality learning environments.
4. Advise Senior Managers and Trustees on the financial implications of their school plans and proposals.
5. Maintain the Risk Register for the trust, alerting the Trustees and CEO promptly of any significant changes, advising on risk assessment, management, and minimisation.
6. Liaise with the trust's solicitors to ensure any additions or changes to the estate of schools within the trust is completed in a timely manner in accordance with DFE regulations and Company/Charity Law.
7. Co-ordinate the production of marketing materials for the Trust, which reflect the trusts values and promote its work to parents, pupils, staff and the wider community.
8. Support staff in dealing with the media.

Management of Central Business Support Staff

1. Manage the Finance, Catering and Site central functions and personnel.
2. Support Headteachers / Heads of School in the management of School Business Managers.
3. Arrange for effective staff recruitment and development opportunities.

Site Management and Health and Safety

1. Develop a trust-wide Environment Strategy that reduces unnecessary waste and works towards a net carbon zero position.
2. Oversee the management of sites and buildings across the Trust and work with the centrally employed Site Management Team to support each Headteacher with a site development plan, as well as a routine maintenance programme, which is clearly costed and budgeted.
3. Promote the use of the Trust's premises for community use and activities, with the objective of maximising letting income within agreed policies at each school within the Trust.
4. Provide advice to the Trust on Health and Safety issues.
5. Develop and maintain the Trust's Health and Safety Policy. In co-operation with the Facilities Manager oversee Health and Safety with regard to statutory obligations for the sites, ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment.
6. Establish regular communication with Health and Safety representatives as required by law.

Catering

1. Oversee the catering services for the schools, ensuring meals are healthy, nutritiously balanced, attractive and cost-effective.

Other

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various sites in the Trust.



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Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Finance Manager, Facilities Manager, Catering Manager and teams
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	Responsibility for the trust consolidated budget in excess of £30m
Responsibility for Physical Resources:	Responsible for the effective life cycle maintenance planning of all trust buildings and high value assets

		E	D	How Identified
Qualifications	Accounting qualification (e.g. ICAEW, CIPFA, CIMA or AAT) or qualified by experience	✓		A, I
	Evidence of continued CPD in relevant fields	✓		
Relevant Experience	Successful experience of senior financial management in an education or local authority setting/public service environment/trust/charitable sectors		✓	A, I, R
	Proven experience of development and management of business/commercial relationships	✓		
	Experienced and competent in use of Google or Microsoft, and forecasting software.	✓		
	Experience of successfully working with Governors, Board members and/or politically interested parties	✓		
Skills & Abilities	Motivation to work for the benefit of children and young people	✓		A, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to manage all business related areas within a multi-site operation with a degree of devolved financial processing and control	✓		
	Ability to balance strategy with operations and to respond to changing priorities and demands	✓		
	Ability to work under pressure and to meet deadlines and ensure completion of projects and tasks	✓		
	Ability to strategically influence financial planning and decision making within an organisation	✓		
	Ability to present ideas and strategies to, and write reports for, a variety of audiences including Trustees and external agencies	✓		



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Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		A, I, R
	Understanding of Academy and trust funding streams and reporting requirements	✓		
	Understanding of company and charity finances including governance, accounting and reporting requirements, and procurement	✓		
	Understanding of estates and facilities management, ideally across multiple sites, to include compliance and health and safety requirements	✓		
	An understanding of the educational agenda including current national policies and the statutory and legal framework governing multi-academy Trusts.	✓		
	Strong understanding of strategic risk management including risk registers, internal audit and cyber risk	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		A, I, R
	Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓		
	Highly developed interpersonal and communication skills and the ability to influence and build relationships at all levels	✓		
Personal Qualities	Energetic, enthusiastic and resilient	✓		A, I, R
	Highly developed interpersonal and communication skills and the ability to influence at all levels	✓		
	Ability to 'think outside the box' when it comes to problem solving	✓		
	Ability to install confidence in others	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with Jonathan Roe, Chief Executive Officer, please contact Helen Harrison, Senior Executive Assistant, on harrisonh@thrivetrust.uk or on 01482 496711.

How to apply

All applications must be made using the Trust's application form.
Please return your completed application to jobs@thrivetrust.uk
All applications will be acknowledged on receipt.

The closing date for applications is Monday 5th June 2023 9am.

Interview timetable

Shortlisting will take place on Monday 5th June 2023

Interviews will take place on Monday 12th June 2023

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