**Job Description: Chief Financial Officer**

**Post Type:** Permanent

**Salary:** Grade 10

**Office Base: Trust Central Office, Tranmoor Primary**

There is an expectation that the successful candidate will be able to travel between the office and academies.

**Key Priorities for the Trust**

* Ensure the Trust Board is fully aware of its legal obligations and responsibilities through appropriate training
* To ensure that the MAT finances for current and future years, are sustainable and that the MAT continues to be a going concern.
* Work with the central finance team to ensure that they have the right level of knowledge and training to manage finance effectively- ensuring that each school has a balanced budget and that spending is monitored, alerting the CEO and Board to any overspends.
* To work to increase the efficiency of the Trust.
* Under the direction of the CEO work with the Trust’s auditors to ensure that the trust is financially compliant.

**The Role of the Chief Financial Officer**

The Chief Financial Officer (CFO) will be directly responsible to the CEO who is the Accounting Officer for the Trust and is ultimately responsible for the proper financial conduct of the institution. The CFO will provide advice on strategic financial issues and be responsible for financial management. The CFO is a key member of the Trust’s Senior Management Team (SMT).

The CFO is expected to bring a modern, business-like approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the Trust and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service.

The CFO is responsible for all aspects of financial management, including the management of financial records, budget control, cash flow, financial planning, funding relationships with the funding body and other agencies.

The CFO will contribute to strategy and policy development to support the Trust’s aims and objectives and will ensure the completion of statistical returns to external agencies.

**Key Relationships**

Responsible to: Chief Executive Officer

**Key accountabilities**

**Main Duties**

This is a Senior Management Team post that will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities.

**Strategic**

* Provide strategic advice to the CEO, SLT and Trustees on all issues relating to financial matters
* To ensure that the DfE deadlines for annual accounts and budget forecast returns are met
* Overseeing the development and maintenance of financial systems and procedures
* Be accountable to the CEO for the proper financial operations of the Trust
* Build close and effective working relationships with key partners
* Participate in the management of major Trust projects as required by the CEO

**Operational**

* Provide the financial lead to the strategic planning process, including: annual budgets, periodic forecasts and funding requirements
* Develop and maintain financial systems
* Prepare the annual Trust budget, working closely with the CEO and the central finance team to ensure consistency with the Trust’s strategic and financial objectives
* Monitor the income and expenditure budgets across the Trust, identify and give early warning of difficulties
* Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning
* Ensure that effective financial structures and controls are in place to support robust financial management across the Trust
* Maintain the Trust’s accounts in accordance with the funding agreement and Academy Trust Handbook issued by the funding body and in accordance with the financial regulations and procedures of the Trust. The CFO will ensure that the Trust follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, and the integrity and suitability of all control mechanisms (audit and risk management)
* Assist the accountants to prepare the annual accounts to prescribed standards and take responsibility for the completion and submission of regulatory reporting
* Present to the Trust Finance and Audit Committee, Full Board and external auditors to enable them to operate effectively
* Proactively manage the cash position of the Trust and its operating activities and reporting regularly on this aspect of financial management to Headteachers, CEO and Trust Board.
* Help to ensure that the Trust achieves value for money across all its activities, including the delivery of services
* Provide support to the finance staff across the trust.
* To assist with procurement exercises to ensure best value for contracts and purchases.

**General**

* Attend meetings within the Trust and external events as required
* Prepare finance policies and review papers as required and requested
* Maintain a presence in national professional networks and through these and other means ensure a current overview of sector policies and developments
* Ensure development of Finance Staff, participating, as required, in training, induction and staff development events
* Implement training to internal parties to promote a clear understanding of Trust finance
* Complying with and upholding, in all respects, the Trust’s Code of Practice on equality and diversity
* Undertake such other duties as the CEO may require from time to time

**Performance Measures**

Typical performance measure approaches for this post will include:

* Accuracy and timeliness of financial returns to statutory agencies
* Accuracy, timeliness and quality of presentation of internal management information on financial matters, including cash flow information, budgetary control information, etc.
* Achievement of streamlined and cost-effective processes for financial administration

**Person Specification: Chief Financial Officer**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications** | | | |
| Honours Degree in a business/finance related discipline or equivalent level qualification  CCAB qualification (CIPFA qualification desirable due to its sector specific nature)  NCSL/CIPFA Certificate in Financial Reporting for Academies  Other accounting qualifications may be considered, from professional bodies such as ICAEW, ACCA, CIMA or CIPFA |  | √  √  √ | AF /I/ certificates  AF /I/ certificates |
| **Experience and Skills** | | | |
| Extensive knowledge of funding streams for academies |  | √ | AF/I |
| Detailed understanding of accounting standards applicable to Academy Trusts |  | √ | AF/I |
| Knowledge of the budget setting process and medium term financial planning | √ |  | AF/I |
| Comprehensive knowledge of Trust reporting requirements and governance arrangements |  | √ | AF/I |
| The ability to communicate effectively with external auditors in relation to statutory year-end accounts | √ |  | AF/I |
| The ability to develop and implement new systems and processes in a timely manner | √ |  | AF/I |
| Significant experience of leading a finance function in a senior leadership role | √ |  | AF/I |
| Experience working in schools or other public sector organisations |  | √ | AF/I |
| Excellent knowledge of financial systems and accounting structures | √ |  | AF/I |
| Extensive experience of constructing and presenting Academy Trust statutory accounts |  | √ | AF/I |
| Experience of monitoring grant funding and reporting to external agencies |  | √ | AF/I |
| Experience of producing monthly management accounts | √ |  | AF/I |
| Experience of formulating short/medium term financial plans | √ |  | AF/I |
| Experience of developing financial systems and reporting structures | √ |  | AF/I |
| Experience of maintaining a fixed asset system/register and accounting for capital transactions |  | √ | AF/I |
| Experience in liaising with internal and external auditors and implementing audit recommendations |  | √ | AF/I |
| Have excellent analytical skills and sound judgement | √ |  | AF/I |
| Have extensive experience of financial information systems and be computer literate | √ |  | AF/I |
| Ability to produce written communication in a variety of formats to a professional level with a high standard of accuracy | √ |  | AF/I |
| Ability to prioritise a busy and varied workload to meet strict deadlines | √ |  | AF/I |
| Experience of working positively with all stakeholders. | √ |  | AF/I |
| **Personal Skills & Attributes** | | | |
| Passionate commitment to the Trust, personal and social development of children and families | √ |  | AF/I |
| Excellent communication and organisation skills including ability to prioritise workload to meet competing deadlines | √ |  | AF/I |
| Be focused on success | √ |  | AF/I |
| Commitment to diversity and equality | √ |  | AF/I |
| **Other** | | | |
| Full Driving Licence | √ |  | AF/I |
| Willingness to work outside normal office hours | √ |  | AF/I |
| Must satisfy relevant employment checks | √ |  | AF/I |

The Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.