



Join Our Team

Role

Chief Financial Officer

£82,190 to £92,610

White Rose Academies Trust





Welcome from the Chair of the Trust Board

We are delighted that you are considering
joining White Rose Academies Trust.

Joining our team means becoming part of a community dedicated to excellence in education, where every member plays a vital role in helping young people thrive.

White Rose Academies Trust is a cross-phase Trust comprising three secondary schools and one primary school in Leeds. Our schools are welcoming environments where every child is encouraged to flourish and where inclusion, ambition and personal growth are at the heart of everything we do.

We believe that exceptional education comes from strong relationships, an engaging curriculum and personalised support – both for our students and or staff. Each school has its own unique character, reflecting the diversity and vibrancy of the communities we serve.

As a professional joining our trust, you will have opportunities to collaborate, share expertise and grow your practice through a carefully designed programme of professional development. We are committed to fostering a culture that values wellbeing, innovation and the voice of every team member.

Thank you for your interest in joining White Rose Academies Trust. We look forward to the possibility of welcoming you to our community and sharing our journey with you.



Stewart Harper *Chair of the Board*
White Rose Academies Trust



About the White Rose Academies Trust

White Rose Academies Trust was founded in 2014 with its first schools: Leeds City Academy, Leeds East Academy and Leeds West Academy. From the outset, the trust has been committed to providing outstanding education and support for every child. In 2020, Alder Tree Primary joined the Trust, further expanding our cross-phase provision and strengthening our growing community of schools.

At the heart of the trust is our central team, based at Leeds City Academy, supporting all our schools. This team includes experts in Finance, Human Resources, Safeguarding, IT, School Improvement and Marketing, working collaboratively to ensure our schools can focus on what matter most; the education and wellbeing of our students.

Although headquartered at Leeds City Academy, the central team works across all Trust locations, building strong relationships with school staff and leaders. Every member of the team plays a vital role in enabling high-quality teaching, fostering safe and inclusive environments and driving continuous improvement.

Together, our schools and central team form a dynamic community, sharing knowledge, expertise and best practice to ensure every child can flourish. By joining White Rose Academies Trust, you become part of an organisation where your contribution is valued and your potential can thrive.



Our trust in numbers

- £18m⁺** invested in the last 3 years improving facilities for our students.
- 3600⁺** Students are educated across our academies.
- 4** Academies form the WRAT three secondaries and one primary.
- 500⁺** colleagues made up of teachers, and support staff.
- 12⁺** years since our inauguration in 2014.

Job Description and Person Specification

Post Reference: 2779

Job Title: Chief Financial Officer

Grade: Leadership Officer L22 to L27 (£82,190 to £92,610)

Hours: Full time

Accountable to: Chief Executive Officer

Job Description

Role:

The Chief Financial Officer (CFO) is the strategic leader for all business and operational areas of the Trust. Their role is to provide an outstanding financial management service across the Trust, to ensure financial resources are measured, managed and maximised for the benefit of all young people within White Rose Academies Trust. This includes management of financial records, budgetary control, including Integrated Curriculum Financial Planning (ICFP), provision of timely and effective financial reporting for all the Trust's stakeholders encompassing Trustees, Directors, Governors, Executive Leaders, Principal's, Auditors and DfE.

The CFO will support the Chief Executive Officer in the strategic development, growth and operation of the Trust, upholding, promoting and modelling the values of the Trust. The CFO will uphold high standards of probity in the management of public funds, particularly regularity, propriety and value for money, adhering to the Seven Principles of Public Life.

The CFO is responsible for setting an example of rigorous accountability, providing strategic direction, and promoting a high level of professional leadership and management. The CFO is responsible for creating and implementing development plans with clear and measurable objectives, centred around improving outcomes for our learners.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

Strategic Leadership

- Lead on delivering the Trust vision across financial and operational functions; a professional role model, being a key member of the Executive Team and promoting the Trust vision and ethos.
- Apply specialist knowledge and experience to assist the Trust Board, Executive Team and Principals in the consideration of financial planning, ensuring that decisions are taken in the best overall interests of the children and young people of the Trust.
- Ensure all processes the post holder is responsible for are carried out in line with the Scheme of Delegation, Financial Regulations and Academies Trust Handbook.
- Provide clear information, advice and recommendations to the Chief Executive, Trust Board and relevant committees regarding the financial position and growth of the Trust.

- Lead on policy development and implementation.
- Establish a high level of credibility, visibility and professionalism and manage strong working relationships with internal and external partners.
- With members of the Executive Team, lead on the development plan to ensure a proactive approach to maximising the best use of resources.
- Shape, develop and embed a financial planning, management, investment and resource management culture that enables the Trust to succeed and fully supports the values of the Trust.
- Attend Trust Board meetings and relevant committee meetings.
- Promote and safeguard the welfare of pupils.
- Lead on the Trust's risk management processes, including identifying strategic, operational and financial risks, overseeing steps to mitigate and manage those risks, the coordination of the Trust's Risk Register and reporting to the CEO, Principal's and Trust Board.
- Evaluate business, operational and financial systems.
- Analyse and resolve complex issues and provide alternative solutions and process improvement plans as needed.
- Contribute to due diligence work on any schools joining the Trust and report to the CEO and Trustees with recommendations.

Business planning and performance reporting

- Manage the annual and three-year strategic business planning to produce an effective budget for approval by the Board of Directors, including: consideration of ICFP metrics, the Trust's building development plans, and long-term ICT strategy.
- Manage the implementation and maintenance of strong strategic and operational financial planning processes and controls to safeguard the Trust's finances.
- Ensure that all necessary monitoring and evaluation of finance and performance is undertaken across the Trust and reported to the Audit, Finance & Risk committee, Board of Directors and the Local Accountability Boards as necessary.
- Ensure the risk register identifies the correct areas of risk and mitigations are put in place to address risks identified concerning finance and operations.
- Direct the production of the annual report and accounts, including the statement of financial activities, balance sheet and associated notes to the accounts.
- Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.

Financial management, monitoring and compliance

- Provide strategic oversight and guidance to all finance colleagues across the Trust.
- Oversee the day-to-day financial and operational management of the Trust.
- Prepare management accounts every month for Trust leaders and Trustees.
- Prepare longer-term budget plans which identify risks and actions.
- Review and interrogate underlying assumptions, such as pupil number estimates, to ensure they are realistic and accurate.
- Provide accurate information as required by the DfE, the Charities Commission, HMRC or other official body in a timely and professional manner.
- Direct the preparation of budgets and monitoring.
- Oversee all internal and external audits, building effective working relationships with relevant audit teams.
- Implement appropriate audit and control measures.
- Take part in regular continued professional development to keep up to date with the latest ways of working with regards to financial management and compliance.
- Ensure that the Trust complies with its statutory obligations.

Preparation and audit of accounts

- Ensure the Trust maintains adequate accounting records and prepares an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Academy Accounts Direction.
- Ensure Members and Directors comply with regulations for appointing and removing external auditors.
- Provide external auditors with all the information that they need to prepare the annual accounts.
- Lead the production of the Trust's annual report, working closely with the CEO and Trust Executive Leadership Team.

Procurement and Contract Management

- Ensure all contracting and procurement activities are fully compliant with public sector legislation and regulatory requirements.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Manage the Trust's procurement activities and ensure they remained aligned with Trust's vision and values. Key activities will include; procurement strategy development, leading negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking.

- Manage certain contracts across the Trust and provide oversight and guidance to ensure delegated contracts are managed effectively.
- Take responsibility for delivery of Trust wide capital projects.

Operational Leadership

- Ensure Trust operations are efficient, compliant and aligned with best practice.
- Lead the development of Trust wide systems, policies and processes.

Governance & Compliance

- Maintain oversight of statutory reporting, policy frameworks and regulatory compliance.
 - Lead on risk management, including the strategic risk register and assurance frameworks.
 - Any other duties commensurate with the grade and falling within the scope of the post as directed by the CEO.
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Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
 - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	Possession of relevant professional accountancy qualification such as CIMA, ACCA, ACA, CIPFA – or in final year of qualification	A C
D	Degree or equivalent qualification	A C
D	Financial reporting and management skills in a multi-entity environment, and experience of working with stakeholders to develop a strong understanding of finance and values across an organisation	A
E	Evidence of on-going professional development	A C

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Senior financial management and strategic leadership role in either public or private sector	A I R
D	Experience of working in a Multi Academy Trust as a financial leader	A I R
E	Strategic thinker with the ability to exercise strong leadership skills	A I
E	Ability to plan and deliver change effectively, including stakeholder engagement	A I
E	Highly developed analytical skills to provide perspective and insight	A I
E	Strong technical ability, with experience of Integrated Curriculum Financial Planning, resource optimisation and people management	A I

E	Excellent ICT skills with extensive knowledge and application of finance packages (e.g. IMP, Sage Intacct)	A I
E	Knowledge and experience of managing external relationships with professional and regulatory bodies	A I
E	Management experience with a proven track record in empowering colleagues and teams	A I
E	Understanding of and a passion for education with a strong moral purpose	A I

Skills and Competencies

E	Outstanding professional profile with an excellent track record in strong leadership and good interpersonal skills	A I R
E	Analytical problem-solving capability with well-developed emotional intelligence, judgement and political awareness	A I R
E	Resilience and ability to drive change, both through their own practice, through their teams and across the Trust schools	A I R
E	Highly effective communication skills with the ability to influence and negotiate effectively	A I R
E	Diplomacy, openness and approachability	A I R
E	Personable, but principled style of strategic leadership and contextual, pragmatic understanding of resource management	A I R

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Personal integrity, self-awareness and a commitment to personal development and self-reflection	A I R
E	Strong values that align to those of the Trust	A I
E	Enthusiasm and capacity for hard work	A I R
E	A commitment to safeguarding our children	A I R

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Application process

1

Complete Application Form

Click Apply Now and complete the form via Every, including your full employment history.

2

Application Reviewed

Your application will be reviewed against the person specification and role criteria.

3

Shortlisting

The panel confirms shortlisted applicants.

4

Interview invitation

Shortlisted candidates will receive details of the interview process and day.

8

DBS Application

Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.

7

Next Steps from HR

HR will contact you about pre-employment checks and any missing documents or history queries.

6

Appointment Confirmed

You'll be contacted after interview. If successful, confirm acceptance for your HR offer.

5

Interviews

Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.

9

Employment Checks

HR complete all remaining pre-employment checks including overseas and employment gap history.

10

Checks Reviewed

Once complete, checks are reviewed against our statutory and legal obligations.

11

Start Date Agreed

Your line manager will agree a start date with you. HR will then issue your contract.

12



My WRAT Journey



2004
Teaching Assistant

2010
Year Manager

2016
Associate Assistant Principal

2019
Trust Assistant Principal

2025
Senior Assistant Principal



“I am incredibly proud to work in education and to be part of a trust that truly believes in every student’s potential. I am passionate about showing young people that resilience and determination can open every door.”

Alicia Manners *Leeds City Academy Senior Assistant Principal: Behaviour & Attitudes*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual leave entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting staff discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye test vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee pension scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free flu jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Wellbeing Wednesdays

No more hump day slumps with our midweek breakfast for all staff, served from 7:45am in our refurbished canteen.



Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.





My WRAT Journey



2018
Placement student

2019
Project Officer

2020
Project Manager

2021
Project Lead

2024
Marketing and
Communications
Manager

“Working with colleagues from all our schools, I’ve been supported to grow my career while helping make a real difference in the communities we serve. Sharing stories and celebrating the achievements of pupils and staff makes this role incredibly rewarding.”

Emily Hare *Marketing & Communications Manager*

What our people say...

"Being part of the Trust Student Leadership Group has helped me grow as a leader and use my voice to support positive changes across the Trust."

Aminah *Year 10 Trust Student Leader*



"The Trust supports its staff and values the work we do. Knowing I contribute to safe, thriving school communities makes this role incredibly rewarding."

Martin Landsberg *Site Manager*



"Taking part in the Trust Student Leadership Group has helped me build confidence and develop real leadership skills that I know will benefit me in the future."

Filip *Year 10 Trust Student Leader*



Proud to be part of the White Rose's Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique inner-city school in Leeds with 420 pupils. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Everyone Exceptional', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Everyone Exceptional**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**





