

<b>Job Description:</b>	<b>Chief Finance Officer</b>
<b>Grade:</b>	<b>circa £60k - £70k depending upon experience</b>
<b>Employed by:</b>	<b>Northampton Free School Trust</b>
<b>Line Manager:</b>	<b>CEO</b>

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#### Purpose of the Role

- To support the CEO and Trust Board in the efficient and effective delivery of the Trust's strategic aims and objectives, to uphold the Trust's values, and to provide visible leadership across the organisation
- Maintain the confidentiality that the considerable responsibility of this role demands
- To be responsible for the efficient and effective management of the Trust financial systems, to act as Finance Officer with regards to dealings with the Education Funding Agency (ESFA) and ensure compliance with Trust Finance policy & procedures and the ESFA Financial handbook
- To lead the financial aspects of the strategic plan including the preparation and implementation of financial plans for new schools and those joining the Trust
- As a member of the Trust Leadership Team, to provide strong and effective leadership, vision and strategic direction to Trust staff to achieve the highest levels of performance and ensure a culture of continuous improvement
- To manage the finance team, liaise with Headteachers, ensure others who contribute to the finance systems are supported to carry out agreed roles and responsibilities

#### Planning and Strategy

- Contribute to the Trust strategic planning process and develop/produce the financial strategy to support the Trust strategic plan, school operational and the three-year development plans
- Contribute to the Trust self-evaluation cycle and associated reporting processes
- Advise the CEO on financial aspects of the scheme of delegation between the Trust Board, the Local Governing Boards and the Headteachers for their day to day operations
- Contribute key financial advice to the Executive team and Headteachers and others across the Trust to deliver a collective and consistent strategy
- Review the financial performance of the Academies within the Trust, liaising with their Local Governing Bodies, and take action as necessary to ensure that systems are compliant and where required, improvement is actioned, monitored and maintained
- Support the development of strategies for the generation of additional revenue and resources for the Trust
- Provide accurate and timely financial reports of performance to the Chair, CEO, Trust Board, and other stakeholders in accordance with requirements, devising succinct reporting systems
- Oversee the development, implementation, management and regular review of the financial regulations, procedures and systems – including those for:
  - Annual budget and 3-year projections
  - Revised Annual forecasts
  - Annual reports and financial statements
  - Pensions
  - Monthly management accounts
  - Capital investment appraisals and capital expenditure
  - Treasury management
  - Cash forecasts
  - Working capital management

- Debtor management
- VAT systems
- Procurement systems and control
- Finance management information systems
- Internal and external audit
- Financial statistical requirements

### Performance and Standards

- Maintain the ethos of the Trust and motivate all staff within the schools to strive for continuous improvement
- Ensure that issues in school financial performance are identified and analysed to enable the development of prioritised solutions that contribute to the achievement of whole school effectiveness.
- Support the CEO to advise the Trust Board on the allocation of resources in order to ensure that each school receives appropriate levels of resource to enable it to achieve required improvements
- Collaborate with and work alongside others within the Trust Executive Leadership Team to achieve wider Trust objectives.
- Ensure the Board and schools are advised of financial policy changes and new requirements as they arise.
- Identify key agencies, individuals and groups that could enhance the work of the Trust and secure their partnership for the benefit of the Trust
- Ensure that the necessary risk assessments and reviews are in place at all times, and implemented to a high standard and promote health and safety in line with the Trust Policy

### Finance systems and Management

- To ensure the full functioning of the multi-academy trust finance system including training for staff
- To ensure robust finance systems are in place so that the funds available are used properly, efficiently and effectively and provide value for money
- Ensure compliance with financial regulations, procedures and systems and undertake the key finance officer role required by the ESFA and pension regulators
- Support headteachers to prepare financial plans and data to support agreement of high needs funding with the LA for children with SEND, Pupil Premium reporting and other dedicated funds
- Ensure that robust and appropriate accounting systems are established and effectively monitored, maintaining the integrity of financial records
- Ensure that appropriate action is recommended to address problems identified and to ensure that the Trustees are presented with accurate and timely financial reports
- Lead procurement processes across the Trust, obtaining best value procurement in order to achieve economies of scale
- Overseeing the accounts process and ensuring the production of monthly and annual accounts, budgets and forecasts – accurately and to timetable
  - Prepare annual and 3-year budgets in conjunction with each of the Headteachers
  - To support Headteachers and the CEO to ensure that all budgetary targets are met by individual academies and the Trust as a whole.

### Growth and Development

- Lead the financial planning for new school applications
- Undertake detailed financial due diligence and risk assessment for any transferring schools
- Lead implementation plans to ensure that the financial set up of new schools or transferring schools are integrated in the trust systems effectively, ensuring that appropriate and timely project management is in place to achieve a smooth transition, complying with all appropriate protocols.

### Interpersonal Relationships and Personal Effectiveness

- Develop and maintain effective relationships with the Education & Skills Funding Agency (ESFA), the Department for Education (DfE), local authorities, Headteachers and Local Governing Bodies (LGBs) and to collaborate with them in order to ensure that school performance continually improves and that there is effective and collegiate sharing of communication and knowledge.
- Develop effective relationships with all Central based and school-based personnel involved in the finance function and manage the day to day activities of the finance team
- Provide professional accountancy experience to staff giving advice, support and training
- Lead and motivate your staff teams and ensure that they have the required capability and resources to manage effectively
- To be personally responsible for the standard and quality of your practice
- To be responsible for your personal and professional development, undertaking learning and development activities which support your continued professional development
- Participate in regular supervision sessions and annual performance management reviews
- Ensure that safer recruitment methods are used when appointing personnel, promoting equality of opportunity, respect for diversity and anti-oppressive practice.
- Induct new finance staff and manage issues of conduct, gross misconduct, performance and absence in line with the Trust Disciplinary and related policies.
- Conduct supervisions and performance reviews, in line with Trust policy, address training needs and support continued professional development.

### Safeguarding

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the trust and schools which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

### Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Northampton Free School Trust's and the School's Health and Safety Policy as well as with any subject specific health and safety guidelines.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.

## Person Specification

Person Specification Selection Criteria	Essential (E) Desirable (D)	Application form (A) Selection process (S) Interview (I)
<p><b>Qualifications</b> High standard of general education (minimum GCSE in English &amp; Maths or equivalent) Good honours degree or equivalent CCAB Qualified (CIMA/CIPFA/ACCA/ICAEW) Ability to use Microsoft packages (Word/Excel) and accounting system, payroll systems Ability to use MIS software Evidence of further leadership professional development A management qualification</p>	<p>E E E E D E D</p>	<p>A A A A A A A</p>
<p><b>Experience</b> Experience of presenting to a range of stakeholders Experience of working in an education sector and understanding of the wider social agenda Experience of relationship management with internal stakeholders and partner organisations, ensuring that timescales and commitments are upheld. Experience of producing accurate and timely management information Knowledge of academies financial regulations Understanding of the Education and Skills Funding Agency financial handbook and systems Experience of Asset management Experience of managing, supporting, training, developing and coaching staff, including the assessment and control of work priorities Experience of presenting complex issues to Managers who have little or no financial expertise Expertise of overseeing and completing the budget preparation process Experience of overseeing and completing the submission of information to deadlines with the ability to prioritise and plan effectively and to meet tight deadlines Experience of monitoring spend against budget, identifying variances and recommending remedial action Previous experience of completing and submitting year end statutory accounts and relevant statutory returns Analysing and reporting on financial data Checking and auditing payroll to ensure regulations are met Creating payroll policies and procedures Experience of, and demonstrate ability to, manage change positively and successfully</p>	<p>E E E E E E E E D E E E E E E E E E E E E E E</p>	<p>A/I A/I A/I A/I A A A A A/I A A A A A A A A A A A A A</p>
<p><b>Skills</b> Outstanding written communication skills, able to write detailed and compelling responses for bids, tenders and funding applications. Ability to work under pressure to tight deadlines with a high level of accuracy and minimum supervision Excellent written and oral communication and IT skills (MS Office, Internet)</p>	<p>E E E</p>	<p>A/S A/I A/I</p>

Ability to identify and solve problems, use initiative, organise and prioritise.	E	A/I
Responsive to change and able to work effectively in a changing environment	E	A/I
Committed to the provision of a quality service and the implementation of quality improvements	E	A
Ability to analyse complex data and production of reports containing meaningful information for a wide range of audiences	E	A
<b>Other</b>		
Professional and approachable	E	A/I
Ability to multi-task, prioritising where necessary	E	A/S
Tactful and diplomatic	E	A
To work as part of a team and provide support to colleagues	E	A/I
Able to work confidentially	E	A
Competent in dealing with difficult situations	E	A/I
An understanding of, and commitment to, the Trust's Equality and Diversity policies	E	A/I
Prepared to operate in accordance with the Trust's Policies e.g. Health & Safety, Safeguarding etc.		