



JOB DESCRIPTION

Job Title: **Director of Finance and Chief Financial Officer (CFO)**

Employer: **University of Brighton Academies Trust**

Academy/Department: **Finance department**

Location: **Remote Working** - ie the employee's duties are worked remotely from home. They may also be required to attend a designated Trust office or academy for pre-planned meetings, including one-to-ones, and training on an occasional / ad hoc basis. The employee may also be required to attend an external (i.e. non Trust) location for pre-planned meetings and training on an occasional / ad hoc basis.

Grade: **Local Managerial Grade 6**

Responsible to: **Deputy Chief Executive: Chief Operating Officer**

Responsible for: **Finance department – 17 headcount including 2 direct reports**

PURPOSE OF THE ROLE

1. As a member of the Strategic and Executive teams, to contribute to the strategic and operational leadership of the Trust so that it successfully achieves its mission, vision and the Trust Strategy in accordance with its values, and provides high quality education to children and young people of the region
2. As Chief Financial Officer, to be responsible for the Trust's finance strategies and plans in support of the Trust's overarching Strategy and fulfilment of its mission, vision and values, in order to achieve financial development, sustainability and probity
3. To be responsible for the development, leadership and continual improvement of the finance function and service across the Trust and its multiple sites to enable all of the Trust's academies to focus on the delivery of excellent learning & teaching and school improvement and so that all relevant statutory requirements are fulfilled
4. To lead and manage the finance department so that it provides high quality, efficient and effective support
5. To carry out other reasonable duties that may be assigned by the line manager

KEY RESPONSIBILITIES

1. **As a member of the Strategic and Executive teams, to contribute to the strategic and operational leadership of the Trust so that it successfully achieves its mission, vision and the Trust Strategy in**

Inspiring our children and staff to flourish and achieve their best

accordance with its values, and provides high quality education to children and young people of the region

- 1.1. As a member of the Trust's Executive Team, provide strategic and operational direction for the Trust, taking decisions and actions collectively with other members of the Trust
 - 1.2. Contribute to the Trust's Executive Team, in order to ensure the effective leadership, management and development of the Trust
 - 1.3. Contribute to the Trust's Operations Leadership Group, in order to ensure the effective leadership, management and development of the Trust.
 - 1.4. Contribute to the Trust's Strategic Team to drive the Trust Strategy and monitor performance against it.
- 2. As Chief Financial Officer, to be responsible for the Trust's finance strategies and plans in support of the Trust's overarching Strategy and fulfilment of its mission, vision and values, in order to achieve financial development, sustainability and probity**
- 2.1. Act as strategic adviser to the Trust on all matters relating to financial strategy and financial operations.
 - 2.2. Monitor and interrogate key external and policy developments impacting on the Trust's finances, both locally and nationally, acting as principal advisor to the Board of Trustees and Chief Executive and ensuring senior leaders are well briefed and operate within a flexible environment that is responsive to change.
 - 2.3. Lead the development of the Trust's finance strategies and plans (for example, the Medium-Term Financial Plan, Investment Strategy etc) in support of the Board of Trustees and Strategic and Executive Teams including:
 - providing insight and advice derived from wide ranging research, forecasting, evaluation and data analysis;
 - taking into account the local and national context;
 - ensuring that funds are used wisely and sustainably to deliver the Trust's Strategy
 - promoting good financial management across the Trust to ensure that funds are safeguarded and used appropriately, economically, efficiently and effectively;
 - advising the Board and Strategic and Executive teams on the financial implications of their decisions;
 - influencing all material business decisions to ensure that all financial implications, opportunities and risks are fully considered and align with the Trust's Strategy
 - 2.4. Proactively work in collaboration with other Directors of Professional Service, Principals and the School Improvement Leadership Group so that (i) professional service departments are complementary, mutually supportive, efficient and designed to ensure the Trust's key priorities are met, (ii) best practice and new ways of working are developed and disseminated and (iii) cross-Trust plans are delivered

- 2.5 Oversee the timely access to relevant and accessible financial and resource related information and options to support strategic decision-making for the Board of Trustees and Strategic and Executive Teams.
 - 2.6 Determine and oversee the provision of robust financial procedures in line with the Academy Trust Handbook and other legal and statutory requirements and accounting standards, ensuring probity and integrity.
 - 2.7 Once developed and approved, lead the delivery and communication of finance strategies and plans, ensuring effective engagement with all stakeholders in the Trust, including its academies and professional service departments; and ensuring delivery is complementary to other plans and priorities within the Trust and its academies
 - 2.8 Systematically and regularly review all aspects of finance strategies and plans, including monitoring the results of all associated activities and measuring their effectiveness
 - 2.9 Contribute to the development and delivery of other related plans in the Trust (for example, Capital plans)
- 3. To be responsible for the development, leadership and continual improvement of the finance function and service across the Trust and its multiple sites to enable all of the Trust's academies to focus on the delivery of excellent learning & teaching and school improvement and so that all relevant statutory requirements are fulfilled**
- 3.1. Determine and implement an appropriate operating model and structure to support the delivery of a high quality, efficient and effective Finance function and service across the Trust, incorporating a flexible approach to enable changing needs and priorities to be met.
 - 3.2. Determine and recommend performance measures against which the performance of the service can be measured and reported to the Executive Team
 - 3.3. Analyse management information and other data in order to evaluate the performance of the department and to inform improvement actions to ensure high standards that reflect Trust aspirations.
 - 3.4. Identify, report on and monitor financial risks, including escalating emerging risks on a timely basis. Identify and putting in place risk mitigation measures.
 - 3.5. Lead all aspects of the finance function and service, including the development, implementation and continual review and improvement of all processes and practices, which meet relevant statutory and best practice requirements. Functions include:
 - Accounting & Reporting – incorporating Procure to Pay, Invoice to Collect, and Close, Consolidate and Report business cycles, as well as technical accounting and treasury functions
 - Finance Business Partnering – incorporating strategic finance, budget setting and monitoring, financial analysis and insight, and decision support functions
 - Procurement – specifically supporting strategic and high value/risk procurement activity, and setting the framework for all Trust purchasing to achieve value for money
 - 3.6. Develop and maintain an effective external audit programme, overseeing and / or action the implementation of agreed actions.

- 3.7. Engage with the external finance professional community (both within and outside the education sector), developing and maintaining an up to date knowledge of the latest finance issues & developments, professional best practice and changes in Employment Law and other relevant legislation
 - 3.8. Manage the finance delegated budget, ensuring maximum impact and value for money is achieved
 - 3.9. Lead the effective development, review and implementation of the Trust's finance policies and practice, so that all staff in the Trust are effectively supported to deliver value for money, comply with relevant statutory requirements, and act to ensure the financial sustainability of the Trust.
 - 3.10. Lead the development, implementation and maintenance of effective finance systems which are fit for purpose, and meet legal and best practice requirements and which are able to produce management information to meet time, accuracy and quality standards at all times.
 - 3.11. Oversee completion and / or the submission of statutory and other financial returns.
- 4. To lead and manage the finance department so that it provides high quality, efficient and effective support**
- 4.1. Lead the development and delivery of the finance department's annual plan, developing appropriate objectives, targets and key performance indicators in support of the achievement of the Trust's values, vision & mission and its Strategy; monitoring and reporting on the fulfilment of the plan recommending appropriate action as necessary.
 - 4.2. Recruit, lead, develop and manage the finance department, motivating team members to achieve high standards with a focus on efficiency and continual improvement, ensuring that effective induction and performance management arrangements are in place, identifying appropriate training and development opportunities, and ensuring that all relevant HR policies and procedures are undertaken
- 5. To carry out other reasonable duties that may be assigned by the line manager**
- 5.1. Undertake such other duties as reasonably correspond to the general character of the post and commensurate with the post
 - 5.2. As the senior function professional and specialist in the Trust, keep up to date on external policy and developments and advise on changes required and best practice
 - 5.3. Carry out all activities in line with the Trust's Human Resources, Health & Safety and Equal Opportunities policies and the Trust's Financial Regulations
 - 5.4. Provide regular strategic and monitoring reports on areas of responsibility to the Board of Trustees, Strategic Team and Executive Team

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	Degree (2.1 or above) or equivalent / commensurate critical thinking and analytical ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional accountancy qualification such as ICAEW, ACCA, CIMA or CIPFA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Membership of relevant professional body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE				
Essential	Comprehensive knowledge and experience of finance and accounting, ideally within an education context	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Thorough knowledge of UK accounting standards (ideally the Charities SORP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Proven and demonstrable experience of leading a finance professional function and service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Understanding and experience of public sector procurement constraints and opportunities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sustained experience of recruiting, managing and developing a multi-disciplinary team, in accordance with HR policies, including the direct and indirect line management of staff to achieve objectives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Excellent financial / budget management knowledge and experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Significant experience of providing finance/accounting advice in a complex multi-site environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Significant and demonstrable experience of developing, implementing and monitoring finance function strategies and plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Experience in using and developing and implementing finance systems, including experience of specifying, selecting and implementing a finance system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Experience of close working with executive leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comprehensive knowledge and understanding of the key issues, risks and priorities in education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Knowledge and understanding of all other professional service functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Experience of working at Executive level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge of the UK education sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Experience of training and facilitation, ideally technology enabled/remotely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Experience of managing a geographically dispersed team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understanding of the ESFA Academy Handbook and its implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	An insight into the needs and priorities of staff, parents and pupils in primary and secondary education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEY SKILLS AND ABILITIES

Essential

Ability to inspire, motivate and lead a team of professionals, challenging constructively	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of innovative thinking and approaches to strategic challenges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to think strategically outside area of speciality/function	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to solve strategic and operational issues through a pragmatic and commercially sound approach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to analyse complex documents and data, identify key issues and draw accurate conclusions, and develop workable plans to address	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level communication skills, including excellent inter-personal and writing skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to identify and use appropriate methods of communication to communicate sensitive, complex or difficult information appropriately	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to present advice to a senior audience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to present financial information to stakeholders without a finance background	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level analytical, negotiating and influencing skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to improve services through innovation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work with and build networks with senior colleagues and stakeholders, within and external to the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Ability to work and lead flexibly, to meet the changing needs of an organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strong IT skills including the use of presentational tools, electronic communications tools and workflow capabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Advanced Excel skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Ability to plan and prioritise work over a significant period as well as deliver ad-hoc project work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Experience of delivering on numerous complex projects, including the ability to meet and manage competing deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Able to work systematically, efficiently and accurately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Understanding of Artificial Intelligence and its potential for improving processes and practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL ATTRIBUTES

Essential	Credibility and gravitas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Considers various perspectives and the overall picture; solves problems and develops plans successfully	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Respects ideas and expertise of others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Flexible, co-operative, helpful and collaborates well	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Self-aware and appreciates own strengths and weaknesses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A proactive approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sets and meets objectives and standards on own initiative (i.e. without undue supervision)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Committed to all aspects of the job and to continuous self-development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps abreast of developments and contributes effectively to planning and implementation of change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable, honest and committed to maintaining confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **June 2024 (EXT391 – October 2022)**