

The Kite Academy Trust



Director of Finance
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive. We have colleagues as part of our team who travel hundreds of miles every day to be part of what we are continuing to build at what is a truly remarkable time for our Trust.

We are now seeking a Director of Finance (DoF) who shares our vision for the future and would like to join a Trust that is increasingly recognised for its unique colleague offering. You will be fully empowered to lead our finance team, contributing to the delivery of our Exceptional Trust Service strategic aim, to ensure we achieve our very best. You will play a central part in decision-making across the Trust so that we continue to grow and succeed.

As an experienced leader in finance, you will also be an exceptional strategic thinker with a strong track record of delivering a high-quality and efficient service and experience of successfully managing a team. Above all, you will role model our values and ethos in every interaction, both internally and externally.

If you believe you have the vision, dynamism and expertise to succeed in this role, we would be delighted to hear from you. For a completely confidential conversation in the first instance, please contact Nicola Macbeth on 01252 984930 or nicola.macbeth@kite.academy.

I look forward to speaking with you soon.

Jeremy Meek

Chief Executive Officer

The Kite Academy Trust

About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming DoF will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



About the Role

The DoF is expected to successfully lead and develop the finance function of our business services team, ensuring strong financial controls and that The Kite Academy Trust run as a highly competent and efficient financial service.

Working in close collaboration with the Executive Team, the DoF will support the CEO and Board of Trustees with reporting and decision-making to ensure the Trust works effectively and efficiently towards the delivery of its mission, vision and strategic goals. They will ensure that The Kite Academy Trust is compliant in all areas of financial operations.

The DoF is responsible, together with the CEO, for ensuring that all the Trust's schools and services are sustainable over time and they will be expected to bring an entrepreneurial mindset to challenges within their remit. The DoF will provide high-level strategic leadership and management across all financial aspects of the Trust's activities, representing the Trust with a wide range of stakeholders and partners both internally and externally. As a result, they need to be an exemplary communicator. An experienced and motivated leader of teams with impressive technical ability, the new DoF will be an astute strategic thinker.

The DoF will need to provide regular, clear and balanced expert advice on financial operations, reporting regularly to the CEO and Board of Trustees. They will be experienced in developing and nurturing collaborative and high-performing teams and have a strong track record of delivering a high-quality, efficient service. They will be comfortable with developing and implementing systems and processes for successful growth, whilst ensuring the best services and practices are being offered across the Trust. Leading teams, systems and processes for successful growth, whilst enhancing the Trust's current financial operations, will be critical.



Job Description

Post:	Director of Finance
Responsible to:	Chief Executive Officer (CEO)
Salary:	£80,000 - £95,000
Location:	Kite Business Hub, Holly Lodge Primary Academy, GU12 5PX
Hours:	Full time, 36 hours per week, inclusive of breaks (the breakdown of these hours by mutual arrangement as necessary to fulfil the requirements of the role).

Role Purpose:

To lead and manage all of The Kite Academy Trust's financial affairs in accordance with the Trust's mission, vision and values.

Role Responsibilities:

1. Key Outcomes

- Ensure robust financial controls are in place and that financial operations are delivered efficiently, effectively and to a high standard. The post holder will serve as the Trust's Chief Finance Officer.
- Champion and embody the mission, vision, and values of The Kite Academy Trust in all leadership activities.
- Contribute to the delivery of the Trust's strategic aims, objectives and critical success factors.
- Provide strategic and operational support to the CEO and Board of Trustees, enabling informed decision-making and progress toward the Trust's goals.
- Ensure full financial compliance across the Trust.

2. General Duties

- Safeguard the financial sustainability of the Trust.
- Deliver strategic financial planning and budgetary control, including the development and maintenance of a comprehensive budget model covering income and expenditure, balance sheet and cash forecasts.
- Maintain compliance with the Academy Trust handbook and stay informed of annual updates.
- Monitor and challenge financial performance across all academies and business services teams.
- Ensure sound governance, accounting practices and internal control systems.
- Prepare and submit all required returns to the DfE and Trust Board within specified formation and deadlines.
- Oversee the external audit process and ensure that all resulting recommendations are addressed promptly and effectively.
- Produce consolidated financial statements in line with DfE statutory requirements and ensure timely submission of audited accounts.

- Deliver monthly management accounts and ad-hoc financial reports as needed to the Executive Team and/or the Board of Trustees.
- Lead the budget-setting process in collaboration with stakeholders and oversee financial planning.
- Develop and maintain a strategic and compliant financial plan in order to meet the Trust's strategic aims and objectives.
- Advise and support the preparation of bids and tenders in line with the Trust's procurement policy.
- Report any suspected fraudulent or criminal activity to the CEO and Board of Trustees.
- Analyse and communicate financial insights to relevant stakeholders.
- Identify and pursue additional funding and business opportunities to benefit the Trust and its academies.
- Promote initiatives to reduce expenditure across all functions.
- Manage bank accounts, investments, cash flow, and treasury arrangements effectively.
- Oversee and ensure the accurate management and compliance of all corporate tax matters, including VAT and PAYE.
- Maintain the fixed asset and property register, including plans, registers and valuation of land, buildings and equipment.

3. Leadership Responsibilities

- Attend meetings of the Board of Trustees and the Finance, Audit & Risk Committee.
- Influence strategic decisions to uphold financial integrity and best value principles.
- Advise the CEO and Trust Board on financial strategy and implications of leadership decisions.
- Lead, manage and develop the Finance Team.
- Liaise with external regulators including the DfE, Charity Commission, Companies House and auditors.
- Review and maintain financial policies to ensure regulatory compliance.
- Support the CEO in financial aspects of Trust growth initiatives, including full due diligence processes.
- Maintain robust internal audit systems and implement a structured, cyclical programme of audits to ensure ongoing compliance and operational integrity.
- Oversee risk management processes across the Trust ensuring the risk appetite of the Trust is both understood and owned by key leaders.
- Ensure adherence to best value principles in all operations.
- Actively contribute to the Kite community, promoting the Trust's mission, vision, and values.
- Comply with safeguarding and health and safety procedures, including relevant training and risk assessments.
- Undertake additional duties as directed by the CEO, as a key member of the Executive Team



Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

- Professional accountancy qualification e.g. CIMA, ACA, ACCA or CIPFA **E**
- Honours degree or equivalent in relevant subject **D**
- Qualification in Academy Business Management **D**

Knowledge & Experience

- Strategic financial planning and management, including budget setting and income generation, in a multi-academy trust (MAT) or similarly complex organisation **E**
- Experience within the education sector, preferably in a MAT environment **D**
- Extensive experience in budget leadership and financial management **E**
- Strong understanding of current accountancy standards and professional codes of practice **E**
- Comprehensive knowledge of statutory requirements and funding mechanisms **E**
- Proven experience in managing procurement processes and contractual agreements **E**
- Sound understanding of confidentiality and its application in professional settings **E**
- Skilled in engaging stakeholders to build financial literacy and understanding across an organisation **E**
- Experience in developing and maintaining relationships with external professional and regulatory bodies **E**
- Proven ability to identify and leverage commercial opportunities to enhance income generation **E**
- Financial leadership experience, including leadership of a business function and team of employees **E**
- Experience in securing additional funding streams **D**
- Working knowledge of key business service policies, practices and relevant legislation **E**
- Demonstratable commercial awareness and strategic thinking **E**
- Experience working with external auditors and regulatory agencies **E**

Personal Qualities & Skills

- Exceptional analytical abilities and sound commercial judgement **E**
- Proficiency in using financial information systems **E**
- Entrepreneurial mindset with high levels of motivation and initiative **E**
- Experienced and confident leader of teams **E**
- Ability to interpret complex financial data and translate into actionable policy and practice **E**
- Strong commitment to achieving best value and driving continuous improvement **E**
- Reflective and self-aware, with a commitment to personal and professional growth **E**

Personal Qualities & Skills *(continued)*

- Capable of operating effectively at both strategic and operational levels E
- Excellent verbal and written communication skills, including presentation skills E
- A keen, positive and enthusiastic team player with an approachable and friendly manner E
- Demonstrates flexibility in working arrangements and a proactive approach to the evolving nature of the role E
- Skilled in influencing and negotiating at executive level, both internally and externally E
- Ability to present complex information clearly to diverse audiences E
- Passionate about the Trust's vision to work collaboratively, share expertise and ensure every pupil receives and excellent education and equal opportunity to thrive E

The Kite
Academy
Trust
Flying high
together



How to Apply

For a confidential conversation to discuss this role in more depth with our CEO, please contact Nicola Macbeth on 01252 984930 or nicola.macbeth@kite.academy.

To apply, please complete the application form provided alongside this recruitment pack. The application form includes a supporting statement where you will be required to outline your experience in relation to the job description and person specification.

Completed application forms should be submitted to nicola.macbeth@kite.academy.

Application process:

Closing date for applications:	Monday 29 th September 2025 at 12pm
Interviews:	Thursday 9 th and Friday 10 th October 2025
Start:	From January 2026

We look forward to hearing from you.

The Kite Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal responsibility to meet safeguarding duties.

