



Cabot
Learning
Federation



Finance Director Cabot Learning Federation

Candidate Information Pack

Help us deliver equity through education every day



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In partnership with



CLF Introduction

On behalf of the Board of the Cabot Learning Federation (CLF), we thank you for your interest in the exciting role of Finance Director.



The CLF is a mature schools trust, now in its 16th year, which is home to 35 academies operating across a range of phases and specialisms, and grouped in five clusters in Gloucestershire, South Gloucestershire, Bristol, North Somerset and Somerset.

CLF CORE PURPOSE

In the CLF we often refer to three tenets that underpin our work:

- Our Mission, to consistently deliver excellent educational experiences for pupils aged 2-19, improving their life chances and serving the communities of which we are a member;
- Our Core Purpose, as enshrined in our HEART Values as shown above.
- Our Vision, which is that improvements in children’s learning can be realised more quickly and with greater sustainability through proactive collaboration.

At the CLF, we are committed to providing the very best opportunities and educational experiences for every young person we educate.

Those who join us become part of a team of 3,000 colleagues, who work together to help deliver on the ambitions expressed in our Strategy 2030, Equity Through Education.

You will also be unlocking a door to a rich and rewarding career within a trust which has a proud and proven track record of growing leaders and creating opportunities for career development at all levels.

The strong sense of moral purpose that is our hallmark has helped to create an environment within which all leaders take a collective responsibility for the learning and success of every pupil in our care.

We promote a culture in which openness to peer and external scrutiny and an active willingness to share and promote the very best practice are key factors in the improvement of our schools. Furthermore, we are committed to supporting and learning from the wider education community, and to fully contribute to system leadership to benefit our broader communities.

We are looking for a Finance Director who shares the values, ambitions and commitments outlined above, and who has the expertise, experience and appetite to take our trust into the next chapter of its compelling story.

We very much hope the opportunities and challenges facing the CLF will excite you, as they do us, and we hope that, after having read the contents of this pack, you will feel inspired to take your interest further, arrange a visit to see our work for yourself, and submit an application for this exciting role.



Steve Taylor
Chief Executive



Prof. Yvonne Beach
Chair of CLF Board



Structure of the Cabot Learning Federation

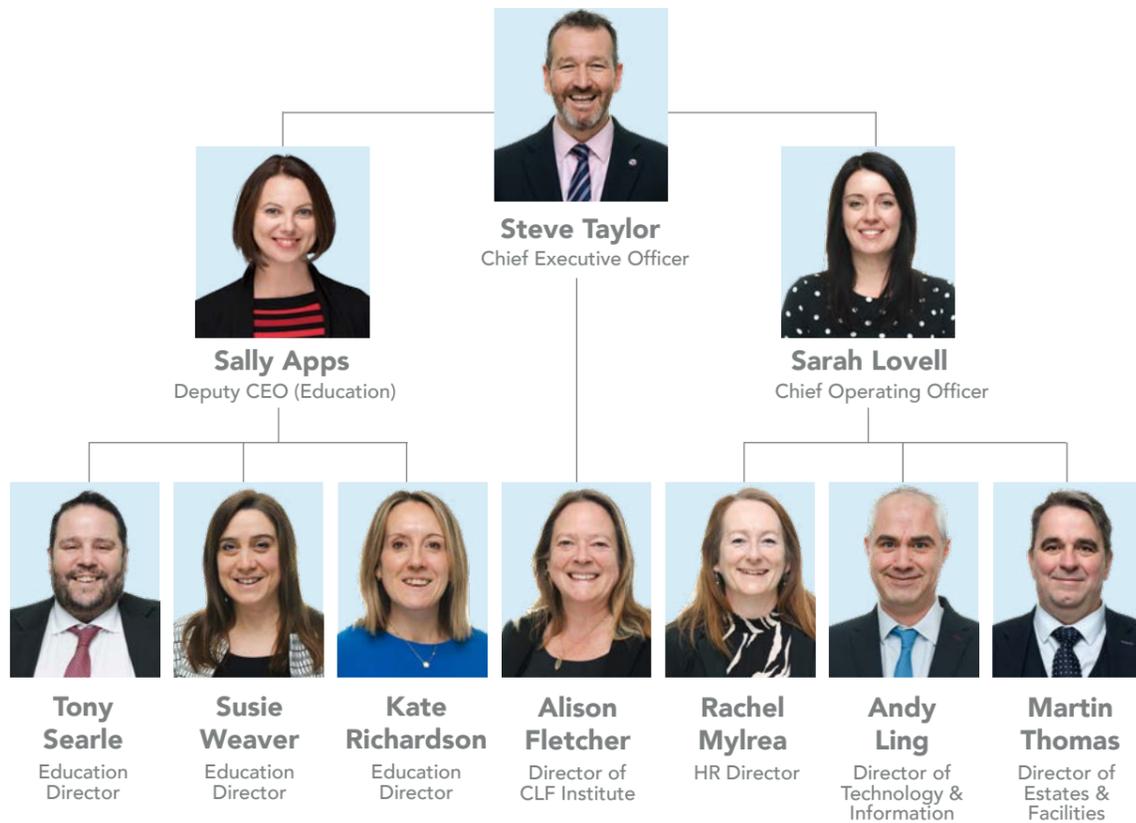


LEADERSHIP IN THE CLF

Our leadership team brings together both the educational and business-related activities of the Federation. At both the Senior Leadership Forum, and other networking events, there is a continuous focus towards delivering outstanding student and business-related outcomes in line with the overall strategy. A key strength

of the CLF is the breadth of competence and experience of leaders within the organisation who can positively challenge and collaborate with colleagues.

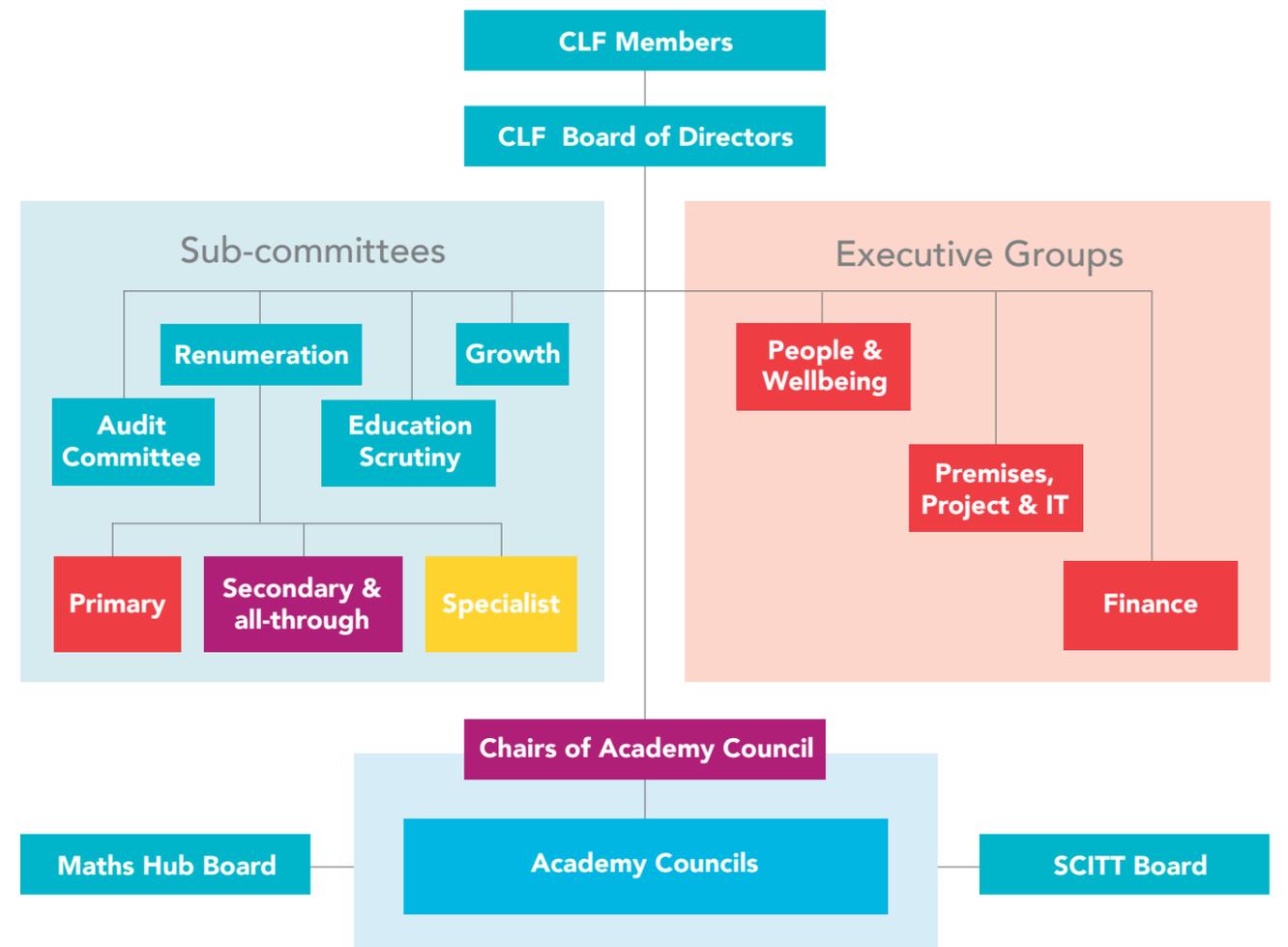
The following chart confirms the organisation structure of the executive team within the Cabot Learning Federation.



Governance Structure

The graphic below describes the structure of our governance model. Risk Management is at the centre of our governance; if we are outstanding at anticipating and mitigating risk, then the CLF will be outstanding and sustainable in the years ahead. We are demanding of ourselves and understand the responsibilities we have to the wider community to ensure that our systems and processes are robust and able to demonstrate to external scrutiny that we are responsible and accountable.

In a multi-academy trust, the board is the governing body and the sponsors have the majority of places on the board. Each Academy has an Academy council, with a number of key responsibilities delegated to it from the main board. The audit and scrutiny groups 'own' a number of the key operational and organisational risks; the finance, people development, estates and ICT are smaller working groups that feed information to and from the other groups.





Our Mission, Vision and Values



OUR MISSION

Our mission is to consistently deliver excellent educational experiences for pupils aged 2–19, improving their life chances and serving the communities of which we are a member.



OUR VISION

We believe that by working together rather than in isolation, we can accelerate school improvement, embed excellence in our academies, and deliver our mission.

The hallmarks of our vision are:

- A collaborative culture
- A deep-rooted moral purpose
- A shared commitment to all of our pupils across all of our settings.



OUR VALUES

Our values are at the HEART of what we do. They are expressed in the form of our Core Purpose.



CLF CORE PURPOSE



Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.



Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.



Champion the success and life chances of **All children**.



Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.



Harness our **Togetherness** to achieve more, collaborating proactively in seamless unity.

Our Strategy 2030: Equity through Education

CORE STRATEGY

Equity Through Education is underpinned by three core strategies central to all trust activity. They guide decisions around development and improvement, while adhering to our commitment to create equity of opportunity, promote inclusion, remove disadvantage and reject discrimination.

INVESTING IN CLF PEOPLE

- Sector-leading support, learning and professional development.
- A welcoming, diverse and inclusive environment.
- Resilient, empowered teams, with leaders at all levels.
- Meaningful commitment to wellbeing and career progression.
- High standards and ambitions for learners and their families.

INVESTING IN CLF PARTNERSHIPS

- Deep and collaborative connections throughout our communities.
- Clear understanding of community issues and opportunities, and enthusiasm to engage.
- Strong relationships with learners, parents, carers, volunteers and alumni.
- Contribute to the educational and social landscape – locally, regionally and nationally.
- Partner with other civic agencies to be a force for good in our local area.



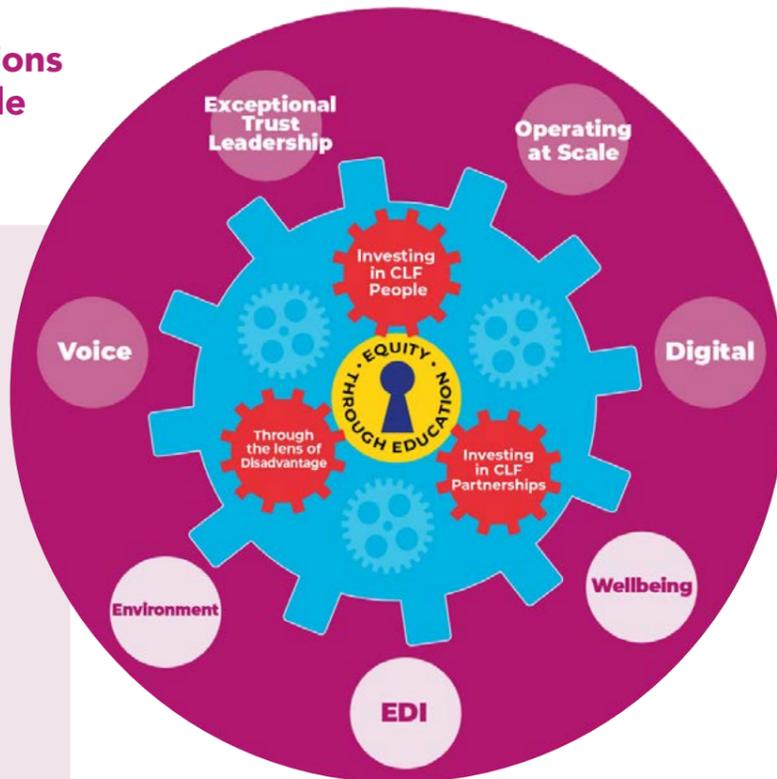
THROUGH THE LENS OF DISADVANTAGE

- Strategic emphasis on delivering excellence for disadvantaged learners even over other groups.
- Benchmarking our impact through the lens of disadvantaged learners.
- Developing best practice among CLF People to deliver for disadvantaged learners.
- Working in tandem with others via CLF Partnerships to support our most disadvantaged families.



Our Sub-strategies

Designed as enablers of our core pillars, these seven sub-strategies transcend teams and departments to resonate throughout the CLF. Driven by senior members of staff and reviewed annually, these ambitions will contribute to the sustainable development of the trust.



ENVIRONMENT

- A shared commitment to reducing environmental impact which will see all schools hold Eco Schools Green Flag status.
- An annual environmental conference where green champions can showcase positive action in schools.
- Deep pupil engagement in environmental matters, supported by the CLF curriculum.
- Provide data to help schools understand and reduce their impact through behaviour and technical change.

EDI

- Unwavering commitment to advancing equal opportunities for all, eliminating discrimination, and upholding CLF values of equity, equality, diversity and inclusion.
- Ensure the Trust remains a place where everyone feels they belong and supported to succeed.
- Support the drive to diversify the CLF workforce to reflect the diverse communities we serve.
- Grow EDI Networks which create safe spaces for children and adults to be themselves.

WELLBEING

- Provide resources to help staff and students positively and proactively manage their wellbeing.
- Ensure support is signposted and easily available if people are struggling.
- Further evolve a wellbeing curriculum which aligns with our goal of self-agency.
- Play an active role in communities which supports equitable access to mental health services for all – particularly those experiencing disadvantage.

VOICE

- Be a listening organisation which puts its people at the heart of strategic choices.
- Nurture cohesive and coherent systems which gather and understand stakeholder views.
- Maintain strong understanding of our trust and its impact through the eyes of our communities.
- Be a model for CLF students, staff, families and communities to use to enact societal change.

EXCEPTIONAL TRUST LEADERSHIP

- Utilise Trust experience to develop leadership to meet the challenges of this decade.
- Raise standards by investing in capacity and expertise across the Trust.
- Nurture a leadership culture which sustains a high-performing Trust which improves as it grows.
- Empower leaders to take ownership of improvements which raise standards.

OPERATING AT SCALE

- Deploy the right resource at the right time to deliver maximum impact.
- Establish efficient and effective systems which add value and support core priorities.
- Build a scalable model which enables both standardised and empowered future growth.
- Develop a new financial operating model, shaped by the above outputs, which delivers successful outcomes.

DIGITAL

- Enable all staff and pupils to safely and effectively work and learn anytime, anywhere.
- Be future-seekers, equipped and ready to adopt technology which has 'crossed the chasm'.
- Give people the right tools to support their work, and train them to excel.
- Embrace technology which supports partnership ambitions within the community and across clusters and wider education system.





Cabot Learning Federation

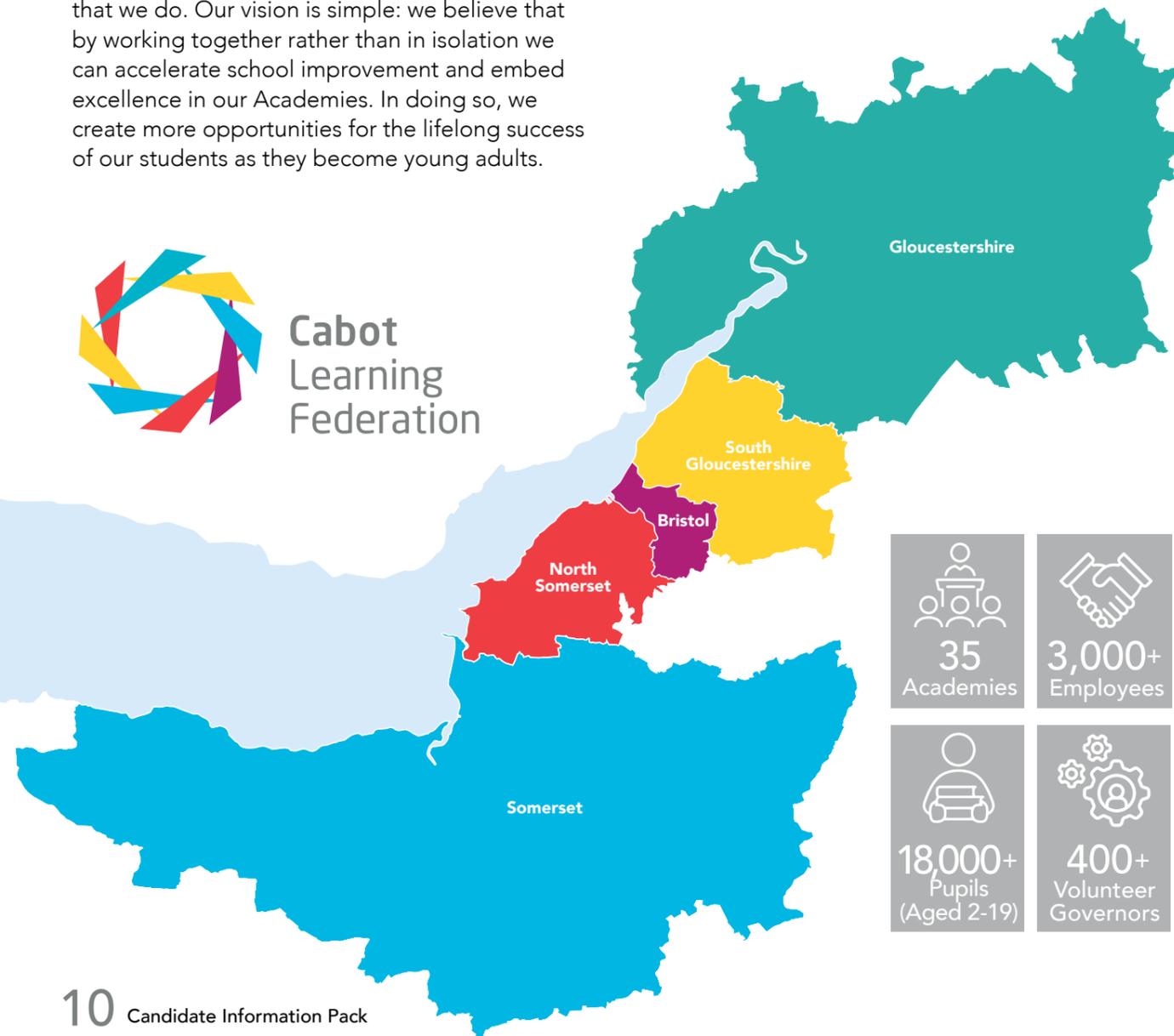
BACKGROUND

The journey that has seen the development of the Cabot Learning Federation (CLF) began in September 2007 when John Cabot Academy (JCA) and Bristol Brunel Academy (BBA) were opened on the same day. In September 2009, we were joined by Bristol Metropolitan Academy (BMA) and the CLF was formed, jointly sponsored by Rolls Royce PLC and the University of the West of England.

The core purpose of the CLF is at the HEART of all that we do. Our vision is simple: we believe that by working together rather than in isolation we can accelerate school improvement and embed excellence in our Academies. In doing so, we create more opportunities for the lifelong success of our students as they become young adults.

The fundamental mission of the CLF is that its work will enable Equity through Education by 2030. In uncertain times, it is through the ubiquitous culture of excellence and the highest standards in all aspects of its work that the CLF will be best placed to respond to the needs of its stakeholders throughout the period up to 2030 and beyond.

Since 2009 the Federation has grown steadily and now incorporates the following provisions:



BRISTOL			
Primary	Secondary	Post-16	Alternative Provision
Evergreen Primary Academy Begbrook Primary Academy MINERVA Primary Academy Woodlands Academy Waycroft Academy WICKLEA ACADEMY SOMMERHILL ACADEMY	BRISTOL METROPOLITAN ACADEMY Frome Vale Academy City Academy Bristol Brunel Academy	P16 CABOT LEARNING FEDERATION	LANSDOWN PARK ACADEMY Snowdon Village POSITIVITY EQUITY RESILIENCE LOVE The Nest Engage Bristol Futures

SOUTH GLOUCESTERSHIRE			
Primary	Secondary	Secondary & Post-16	Alternative Provision
King's Oak Academy Wallscourt Farm Academy	King's Oak Academy Hanham Woods Academy JOHN CABOT ACADEMY	Digitech STUDIO SCHOOL BRISTOL	Snowdon Village POSITIVITY EQUITY RESILIENCE LOVE City School

NORTH SOMERSET			
Primary	Secondary	Secondary & Post-16	Special
LIPPHILL VILLAGE ACADEMY HERON'S MOOR ACADEMY Haywood Village Academy	Hans Price Academy BROADOAK ACADEMY	WHA WINTERSTOKE HUNDRED ACADEMY	LIME HILLS ACADEMY

SOMERSET		
Primary	Secondary & Post 16	Special
Castle Primary School Minerva Primary School Priorswood Primary School The Redstart Primary School	Monkton Wood Academy	The SKY ACADEMY

GLOUCESTERSHIRE		
Primary	Secondary & Post 16	Special
QUEEN MARGARET PRIMARY ACADEMY	TEWKESBURY ACADEMY	BROOK ACADEMY EQUITY, RESILIENCE, AND TOGETHERNESS



Institute



CLF Institute

The CLF Institute is the centre for training and professional development for our trust.

The Institute is home to the CLF SCITT - our School Centred Initial Teacher Training partnership, the Boolean Maths Hub, and the Five Counties Teaching School Hubs Alliance. The CLF School Improvement team is based in the Institute, providing support to academies within the trust and externally to other schools.

The CLF was designated as a Teaching School in 2011. As such, the CLF Institute was responsible for providing teacher training, high-quality continuing professional and leadership development and school improvement support. We were accredited by the Department for Education (DfE) to deliver the National Professional Qualifications (NPQs) in education leadership. We developed our school improvement capacity through designating and deploying Specialist Leaders in Education. These subject experts have gone on to lead our CLF curriculum curation and trust subject networks.



The CLF SCITT has trained 500 teachers since becoming an accredited provider in 2016, many of whom have gone on to work in CLF academies. We offer Primary and Secondary training across a range of subject specialisms. Our trainees are supported by qualified teachers and leaders in school experience placements within and beyond our trust.

We recently become the only school-based teacher training provider in the region to be rated 'outstanding' by Ofsted, after inspectors heaped praise upon the quality of the provision and the leadership team at its helm.



In 2021, Teaching School Hubs replaced Teaching Schools, and we formed a collaboration to serve Bristol, South Gloucestershire, Bath and North-East Somerset, North Somerset and Somerset – through the Five Counties Alliance. Under this banner, we deliver the DfE's career-spanning 'golden thread' teacher professional development programmes: Initial Teacher Training (ITT); the Early Career Framework (ECF) for Early Career Teachers (ECTs) and their mentors; the suite of National Professional Qualifications (NPQs) for specialist through to senior leaders; and bespoke Continuous Professional Development (CPD).



The Boolean Maths Hub is one of 40 National Maths Hubs funded by the DfE and coordinated by the National Centre for Excellence in Teaching Maths (NCETM), established to improve the teaching and leadership of maths at all levels. The Boolean Maths Hub serves the same region as the Five Counties Alliance, supporting over 700 schools.



People are at the heart of our organisation, as captured in our strategy, and this underpins our commitment and approach to professional development for all staff and volunteers working in the trust. We believe investment in training, learning and developing our practice is a key lever to continuing school improvement and fundamental to staff satisfaction, wellbeing and enhancement.



Role Overview

Finance Director

Cabot Learning Federation



CONTRACT

Full-time (part-time hours considered)
Fixed term contract, up to a year



SALARY

L25 – L29 (£89,830 to £99,067)



START DATE

As soon as possible

KEY DATES

- Closing date: 27th April 2025
- Shortlisting: w/c 28th April 2025
- Interview date: w/c 5th May 2025

Please refer to page 24 for further information on the application & selection process.

WHO ARE WE LOOKING FOR?

Our new Finance Director will be an inspirational leader who exudes expertise at both an operational and strategic level.

They will communicate effectively with internal and external stakeholders, and provide assurance to the COO, CEO and Board of Trustees over all financial matters, including strategy and risk, control systems, financial standing, and the trust's long-term financial sustainability.

Vision, passion, and the presence to create and deliver on the trust's financial ambitions are essential.

The successful candidate will be a qualified accountant who comes with a proven track record of success earned across several years operating in a senior role. They will demonstrate

highly-developed influencing skills, underpinned by personal resilience and an ability to thrive in a high-profile leadership role. They should expect positive challenge, and enjoy working in a collaborative and supportive environment where they have ample opportunity to succeed and to further develop their skills.

Our Finance Director will lead by example daily, promote high expectations in line with CLF practice, and embody the trust's values. They will unwaveringly promote a strong culture of value for money and financial probity.

They will be able to convince us they are an effective team player who is dynamic, creative and ready to play a significant role in the strategic direction and development of the Cabot Learning Federation.

The Cabot Learning Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role has significant responsibility for ensuring safeguarding practice within the academy. This role involves working with children on a daily basis and is therefore in regulated activity. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process, including references from current and previous employers, health, right to work in the UK and a child disqualification check. The checks will also include an enhanced DBS check and a further check against the appropriate barred list.

Job Description

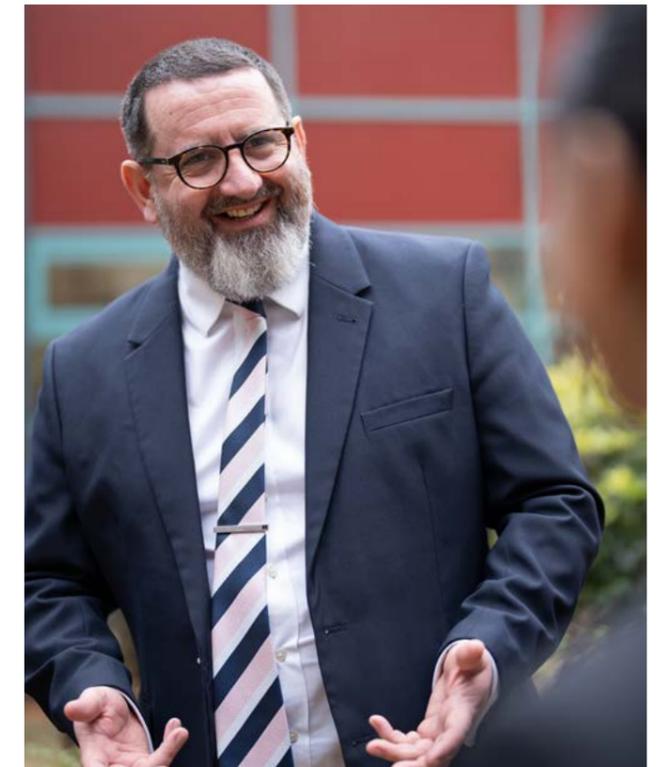
THE FINANCE DIRECTOR'S PRIMARY DUTIES AND RESPONSIBILITIES ARE:

Relationships

- Build and maintain professional and productive working relationships with colleagues at all levels, including Board members, academy councils and senior leaders. Underpin working relationships through a deep understanding of the Federation's purpose, future direction, priorities, and performance.
- Build excellent working relationships with external bodies and peers, establish links and develop a relationship with the ESFA, DFE and local authorities.
- Work closely with the COO to develop a financial strategy that meets the needs of the organisation and puts the pupils at the heart of the planning.
- Attend and input into local, regional, and national networks for the academies sector.
- Be a role model for compliance with the CLF Financial Regulations and champion a value-for-money culture across the Trust, supporting leaders to make good spending decisions.
- Support the HR Director to maintain productive strategic Trade Union relationships and frameworks which support collective bargaining and enable constructive and positive change aligned to organisational aims, specifically concerning pay awards.
- Positively manage and lead on collective matters and provide the context and framework through which senior leaders and finance colleagues are able to proactively resolve matters as close to source as possible.
- Develop strong relationships with Principals and their entity leaders within the Trust.
- Develop a positive relationship with the finance lead of the Board of Trustees, lead on the content of the Finance Executive Group and attend the Audit Committee.

People Management

- Lead the Finance Team, which includes 21 in the central team and 18 academy-based finance assistants; specifically, line manage the Deputy Finance Director.
- Achieve a good understanding of current organisational culture and how that is reflected within team and/or trust behaviours. Utilise that knowledge to positively impact on people, practice, behaviour and the wider embedding of the organisational culture.
- Coach and support the ongoing development of senior leaders in the application of financial management-related activities.
- Regularly provide clear expectations and feedback and support the ongoing development of all team members. Resolve challenges quickly and at source.
- Support leaders in giving colleagues and their representatives a meaningful voice to influence behaviour, unlock potential and shape organisational culture.





Resource Management

- Develop and deliver annual and forward-looking financial plans for the Federation and its academies, taking into account government funding and other sources of income.
- Oversee the preparation of monthly management accounts and other regular financial data required by the COO, CEO, CLF Board and other stakeholders in relation to monitoring of income and expenditure.
- Undertake financial due diligence of prospective new projects and lead the project management of transfers into the Federation.
- Lead on an effective procurement and purchasing strategy for the Trust with value for money and compliance as its core aims.
- Oversee the preparation of the group financial statements so they are prepared in accordance with the Companies Act, Charities SORP and relevant ESFA requirements.
- Ensure effective accounting systems, controls and reporting operates across the Federation and that the stipulations of the Academy Trust Handbook are followed.
- Supervise the Federation's taxation affairs, including the filing of all statutory returns to HRMC and financial management of the CLF's subsidiaries.

Decision Making

- Be responsible for the ongoing management of a strong internal control framework that protects the Trust's £150m+ turnover, including the Trust's financial regulations.
- Design and implement a financial strategy for the Trust in conjunction with the COO and CEO that ensures the Trust's annual income of £150m is utilised and managed effectively.
- Recommend suitable investments and manage the CLF's portfolio of investments, maximising their return in conjunction with the Deputy Finance Director.
- Create and monitor the Trust's performance

against the financial KPIs, making recommendations to improve financial performance.

- Manage the Trust's capital investments in conjunction with the Director of Estates and Facilities.
- Explore opportunities to maximise and diversify the Trust's income streams.
- Respond and support colleagues in strategies to resolve the most complex and challenging matters.

Work Demands

- Work diligently and maintain a calm and balanced approach within an environment where there will be conflicting priorities, different perspectives, and multiple deadlines.
- Where necessary, work with concentration and focus to complete tasks.



Physical Demands

- Normal physical effort required.

Working conditions

- Role is a hybrid-working role. Work will involve some working from home as well as working at central offices and frequent travel to academies.
- Apply a professional and empathetic approach in environments where feelings and emotions may be high.

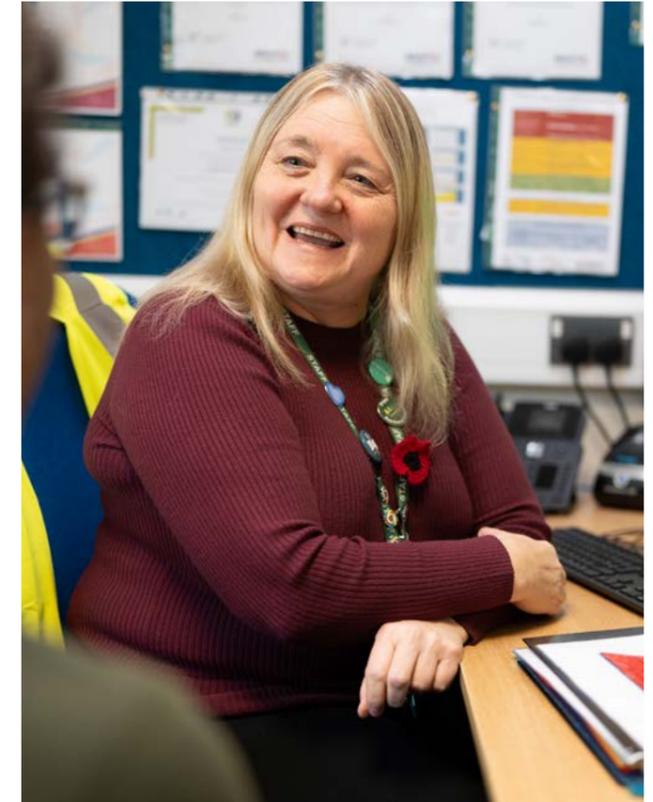
GENERAL EXPECTATIONS

Behaviour Expectations

- Maintain High expectations in all we do, ambitious for ourselves, our communities, and our environment.
- Create Equity of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of All children.
- Furnish pupils and staff with the Resilience to succeed as lifelong learners.
- Harness our Togetherness to achieve more, collaborating proactively in seamless unity.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual, as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.



- Comply with and promote Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and the professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



Person Specification

The skills, qualifications and associated professional experiences essential for the role of Finance Director.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Knowledge & qualifications	<ul style="list-style-type: none"> Advanced knowledge of legislative and best practice developments within finance. A good understanding of current developments in the education sector. A full CIMA, ACA, or ACCA accountancy qualification. 	
Skills & Experience	<ul style="list-style-type: none"> Proven experience of success in leading financial planning and strategy in an educational, charitable, or commercial organisation. Proven experience in creating and implementing a whole-organisation finance-related vision. Experience of managing resources effectively and delivering value for money. Experience of delivering strategic leadership resulting in demonstrable organisational improvement. Extensive experience of developing staff and building teams. Experience of leading innovation & change management - a successful innovator that has impacted positively upon the financial performance of an organisation. Experience of working with multi agencies, other partner organisations and external stakeholders to develop new approaches and accelerating improvement. Has the ability to connect with people at every level to create formal and informal networks outside of hierarchy. Able to think differently, strategically, and creatively in approach to solving problems. Able to understand, analyse and make effective use of a wide range of data. Well-developed interpersonal and communication skills (including written, oral and presentation). Leads by example and holds high expectations of all staff. 	<ul style="list-style-type: none"> Experience in an education setting.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Personal attributes	<ul style="list-style-type: none"> An enthusiast for education and a belief in the potential of young people and staff and their capacity to succeed. Enthusiasm, vision, drive, adaptability, and resilience. Displays the highest levels of personal and professional integrity. Demonstrates motivational, empowerment, delegation, coaching and mentoring skills. Inquisitive in every aspect of the Federation's operating environment, seeking to stimulate improvement, galvanise teams, challenge, and support individuals. Commitment to continuous improvement through professional development, self- evaluation and awareness. Commitment to and ability to work in a way that promotes and respects equal opportunities and diversity. Commitment to and ability to work in a way that promotes the safety and well-being of children and young people. 	



Leadership within the Cabot Learning Federation

While the range of responsibility changes as roles become more senior in the organisation, there are a number of core features that are consistent to all leadership roles across the CLF. Below are the six main competencies and 18 sub-competencies that represent the qualities of an excellent leader. All CLF leaders should effectively demonstrate the below managerial competencies within the duties of their role.



MAIN COMPETENCIES	SUB-COMPETENCIES		
1 Vision, culture and engagement	Understand the bigger picture and set the vision within the working context	Establish and sustain a positive culture and work environment aligned with the vision	Model the highest expectations and professionalism
	<i>Engaging, empowering, building trust and followship. Authentic, decisive, reflective, resilient, optimistic.</i>		
2 People	Recognise the proficiency of the team and continuously develop individuals	Recognise excellent work and praise good performance	Challenge and support underperformance effectively and confidently
	<i>Build trust, communicate well, remain evidence informed. Promote equity, drive accountability, support and challenge. Maintain high expectations, demonstrate integrity and authenticity.</i>		
3 Leading in the specialism	Develop skills and knowledge to further expertise within the specialism	Lead through others	Consistently deliver successful outcomes
	<i>Be curious, recognise skill and expertise within team, seek out knowledge and wisdom</i>		

4 Leading continuous improvement	Understand the present through effective review and evaluation of data	Plan and implement change strategically	Analyse impact
	<i>Reflective, evidence informed, innovative, adaptable. Ensure effective delivery with situational awareness and pragmatism.</i>		
5 Resources	Make strategic use of resources	Analyse and minimise risk	Exercise informed decision making
	<i>Planning, future scoping, using prof services expertise, seeking good value for money and working diligently with resources.</i>		
6 Outward-facing	Commitment to professional knowledge, learning and development outside of the specialism	Invest in partnership, networking and collaboration	Positively represent the Trust
	<i>Network, learn from others and remain open to alternative approaches. Work strategically, demonstrating pride and confidence, alongside the ability to collaborate</i>		



Benefits of working at Cabot Learning Federation

Cabot Learning Federation (CLF) offers a broad range of benefits for all employees and some extend to friends and family as well. A summary of the offer is below, and you will be provided with additional information during your induction and probation period.

EMPLOYEE ASSISTANCE PROGRAMME

The CLF's Employee Assistance Programme (EAP), delivered by Health Assured, is designed to provide practical guidance and emotional support through all areas of your personal and professional life.

It includes a 24-hours-a-day confidential helpline, an online portal and a useful app, Wisdom, which provide a pool of wellbeing and mental health knowledge combined with professional counselling and artificial intelligence.

As well as mental wellbeing and counselling, the EAP offer includes advice and support on*:

- Family and relationships
- Bereavement and loss
- Legal and financial support
- Retirement
- Equality and diversity
- Sleep and energy
- Smoking and alcohol intake
- Support for carers

*this is not an exhaustive list and new functions are added regularly.

EDENRED

All employees have access to the Edenred portal, which offers a range of benefits from exclusive discounts and savings from hundreds of retailers. There is also an app for savings on the go; some offers can be used on top of in-store or online promotions.

There is something for everyone, from supermarkets and high street stores to home

improvements, holidays, days out, and eating out. Edenred also has offers for private medical insurance, health cash plans and gym discounts. As a new joiner, you will receive an invitation email from Edenred mylifestyle with access to the portal.

FLU JABS

If you are unable to obtain a free flu jab through the NHS, we offer a contribution towards a paid flu jab which you can obtain from your preferred provider.

The amount we offer is based on the average cost for the jab; please check the actual charge in advance of booking the appointment or requesting the contribution.

BARCLAYS FINANCIAL SUPPORT

Barclays Bank provides a range of bespoke financial resources and offers for our employees. You will be able to access free and impartial support from Barclays experts to help you with all things financial, from budgeting, savings, tools to help you keep control, and investments.

HALFORDS CYCLE2WORK

We have partnered with Halfords to provide access to its Cycle2Work scheme, through which you can purchase a bike for commuting at a reduced price through tax benefits.

EYE HEALTH

The CLF provides a contribution towards the cost of an eye test and the provision of glasses for those display screen equipment users who qualify.

IT BENEFITS

As a CLF employee, you are entitled to access free downloads of the Office suite of programmes (Word, Excel, PowerPoint etc). You will also be able to download a free anti-virus software, provided by Sophos, for home use.

This extends to up to 10 devices so family members can benefit as well.

EMPLOYMENT MANUAL

The CLF's employment manual provides a framework of policies, guidance and expectations within which we all work.

We are proud of our commitment to equality and diversity within this manual and the policies we have developed, which all have a family-friendly focus and have the wellbeing of our staff at the centre.

You will be asked to read this as part of your induction and probation process.

HEARTBEAT

We use a weekly newsletter to keep staff up to date with a variety of topics and events. During your appointment and induction process, you will receive information about all the local and central initiatives and benefits that CLF staff can access; these things change over time so do keep an eye on Heartbeat for any updates or revisions. Please take some time to browse these areas and bookmark those that you will find the most helpful. If you have any questions, please speak with your line manager in the first instance post-appointment, or you can email HR@clf.uk.

Summer Conference

Another great benefit of being part of the CLF, is attending the annual Summer conference. A fun packed day of Keynote speakers, workshops and activities. It's a great chance to meet and connect with others within the CLF and to recognise and celebrate individuals' hard work with the Heart Awards ceremony.





Application Process

All applications will be acknowledged. There is a nominal closing date for this role of Finance Director; however, candidates are encouraged to submit their applications as soon as possible, as preliminary discussions may begin as soon as expressions of interest are received.

TO APPLY

Please complete an application form via the [Eteach website](#). You can find the role by searching the role title in the search bar and will then be able to setup an account/login to your account and apply from there.

Within your application, please include names, positions, organisations and telephone contact numbers for at least two referees (preferably your most recent employer(s)). If you do not wish for your referees to be approached without your permission, please indicate this clearly.

Please note updates regarding an application, which could include an invite to interview, will be sent to the email address used when registering an Eteach account.

PLEASE ATTACH

A short (no more than two pages) letter highlighting your motivation for the role as Finance Director. We are keen to discover more about the experiences you have gained that have prepared you for a post such as this. It would be helpful if you could construct your letter around these three areas:

- Why you are interested in this role
- How the experiences you have had in your career prepared you for this role
- What your top three priorities would be if successful.

KEY DATES

- Closing date: 27th April 2025
- Shortlisting: w/c 28th April 2025
- Interview date: w/c 5th May 2025

**This is a two-day process. (First full assessment day with the final interview on day two). Final dates will be confirmed with candidates as soon as shortlisting has taken place.*

This can be uploaded as a supporting document. You do not need to complete the Additional Information section as well.

Contact Us

Please don't hesitate to get in contact with us at any stage of the recruitment process.

For questions regarding applications:

Recruitment team
recruitment@clf.uk
0117 2446230 Ext: 2128

