



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Finance Director (Statutory CFO)

Pathfinder Multi Academy Trust - York

Preferred start date: 1 August 2025

Closing date: Monday 7 April 2025 at midnight

Interview date: W/C 21 April 2025

We have an exciting opportunity for an experienced Finance Director, or an ambitious and suitably qualified individual looking for their next career step, to join the Central Operations Team of our thriving Multi Academy Trust.

The Finance Director will provide leadership and management of all aspects of finance, as well as being a key member of the Strategic Leadership Team. The role will fulfil the Chief Financial Officer function (CFO) when representing Pathfinder Multi Academy Trust. You will also have responsibility for financial management, providing technical leadership and support in all accounting matters across the Trust.

The role will include regular reporting and the production of high-quality reports in a timely manner enabling informed decisions to be made. The Finance Director will keep ahead of funding and legislative changes that apply to the education sector and will provide the Board of Trustees with strategic financial information to enable them to make informed financial decisions. You will also be responsible for the operational line management of the finance function, managing all financial accounting and transactional finance for the MAT.

The Finance Director will monitor financial performance and drive change within the finance operation of the Trust, bringing greater efficiency. Robust systems, processes and controls will be implemented, ensuring all financial information is up-to-date and reporting is in line with required annual financial returns.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

GRADE/SALARY

L14 - L17: £68,586 - £73,819 (Starting point negotiable dependent on skills and experience)

CONTRACT

Full Time, permanent

REPORTS TO

Chief Executive Officer

LOCATION

This role will be largely based at Archbishop Holgate's School. Occasional visits to other Pathfinder schools may also be necessary as part of the role. Pathfinder currently has schools within York, Malton, Welburn, Selby and Leeds.

The successful candidate must have a full UK driving licence and their own means of transport between sites. Travel between our school sites for work purposes will be covered by the Trust's vehicle insurance policy.

HOW TO APPLY

To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer
Pathfinder Multi Academy Trust
Archbishop Holgate's School
Hull Road, York, YO10 5ZA

Email: recruitment@pmat.academy

ADDITIONAL INFORMATION

For an informal discussion about this role, please contact Carla Whurr, HR Director, on 01904 806601 or email cwhurr@pmat.academy.



Pathfinder

Multi Academy Trust

About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,200 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools



ACOMB PRIMARY SCHOOL



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



Barlow CE Primary School

Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School

Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School

Part of the White Rose Federation - One family, branching out together



Clifton with Rawcliffe



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
Inspire · Care · Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

KEY RESPONSIBILITIES

The Director of Finance will have a key role in the management of Pathfinder Multi Academy Trust and will have effective responsibility for the following:

Focus Areas: Financial planning, risk management, internal controls, and compliance with financial and ESFA regulations.

- Managing financial records and ensuring timely, accurate and comprehensive reporting.
- Responsible for the annual budgeting process and periodic re-forecasting requirements.
- Managing all financial risks and ensure compliance with regulatory and legal requirements.
- Developing and implementing financial policies.
- Supervising finance staff and overseeing financial processes.

FINANCIAL MANAGEMENT

Ensure Pathfinder Multi Academy Trust has appropriate financial systems and processes in place and manage these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported in a timely manner.

- Prepare year end statutory Multi Academy Trust Trustees Report and Financial Statements in a timely manner allowing additional time for reviews.
- Finalise annual accounts, DfE returns, TPS return, Corporation Tax return and other financial statements in accordance with DfE/ESFA/HMRC requirements.
- Submit Financial Statements in accordance with EFA guidelines, following approval.
- Plan and monitor each Academy's yearly budget plan.
- Produce timely, accurate and appropriate reports and financial forecasts for PMAT's relevant Committees and Trust Board.
- Liaise with Headteachers to ensure financial action plans are on track for implementation.
- Ensure timely and effective financial information to Trustees and provide general support to ensure the effective conduct of their business in accordance with financial regulations.
- Research and bid for additional funding to DfE for the Multi Academy Trust and in support of individual academies and assist with the financial monitoring of projects as they are agreed.
- To oversee the recovery of VAT.
- To oversee appropriate credit control processes thus ensuring that the payment of outstanding sums is received as quickly as possible.
- Advise the Trust Board, Governors and Headteachers on financial and budget matters.
- Provide training, coaching and mentoring as required to meet the needs of the Trust.
- Advise the Executive Team and the Board on all audit arrangements as required by financial regulations and memoranda.
- Liaise with auditors and facilitate all audit arrangements.
- Implement and monitor audit requirements.



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Job Description

BUSINESS PLANNING

Contribute to the development and review of a 3-year strategic business plan ensuring objectives are linked to the overall long-term financial plan of the MAT.

To manage projects as required, for example; those that concern income generation and write bids for funding as required.

Make a significant contribution to the growth and development of the academies by maximising the use of financial resources, investment and generating sources of income for the academies. To contribute to development and review of the Business Continuity Plan for the MAT. To compile, monitor and review the Risk Register for the MAT.

Work with Trust leaders to secure financial health, understanding the context and challenges within individual schools.

QUALIFICATIONS

Qualifications and previous experience as finance professional who is/has:

- Qualified Accountant ACA, ACCA, CIMA, CIPFA ACCA (or equivalent)
- Over five years' experience in a progressive finance leadership role
- Extensive experience in budget management and forecasting delivering management and financial accounts gained in a 'hands on' role
- Experience of leading successful teams, preferably across multi-site organisations with a proven track record of making and implementing essential change
- Detailed knowledge of public finances, procedures, practice and regulations (preferably ESFA and sector requirements)
- Experience of managing a computerised data system and handling large amounts of complex finance data



Person Specification

	ESSENTIAL	DESIRABLE
■ Be appropriately qualified as outlined in Qualifications	✓	
■ Hold relevant professional membership	✓	
■ Demonstrate maintaining professional qualifications from professional bodies		✓
■ Over 3+ years experience in a Finance Leadership role	✓	
■ Knowledge of payroll processes and relevant legislation	✓	
■ A proven track record of successful financial leadership and management and strategic leadership experience, with accountability for a complex and/or multi-site resource base	✓	
■ Significant experience of leading and managing substantial budgets and working with a range of stakeholders to develop strong financial understanding across the organisation	✓	
■ Line management experience, including effective delegation, coaching and developing others, and building and leading effective teams	✓	
■ Experience building relationships and influencing key Stakeholders including board members, governors, school leaders and professional and regulatory bodies	✓	
■ Excellent proficiency in a range of ICT systems, including standard computer packages (e.g. Microsoft suite, Google) and finance, budgeting and payroll software including process improvement and new system implementation	✓	
■ Experience of tendering/bid writing and/or obtaining additional funding and negotiating contractual agreements		✓
■ Experience of working within an educational setting or local government/charity sector		✓
■ Knowledge of education funding, priorities and regulatory bodies		✓
■ Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account	✓	
■ Ability to work collaboratively and independently, including working at all levels (hands-on approach when needed)	✓	
SAFEGUARDING		
■ Demonstrate a commitment to safeguarding children and ensuring the welfare of children	✓	
■ Be able to remain calm, empathetic and treat all students and staff with dignity and respect, even when faced with challenging behaviour	✓	
■ Satisfactory Enhanced DBS check	✓	



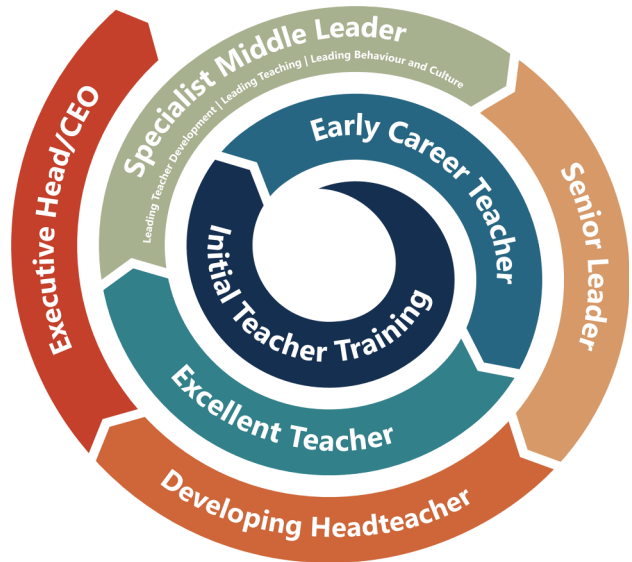
Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

The support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Pathfinder Teaching School Hub

Staff in our schools are able to benefit from the wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate's School. As well as providing the full suite on National Professional Qualifications, the Hub and its key partners deliver a wealth of training and development opportunities for teachers at every stage of their career across our urban, rural and coastal school communities.





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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 20.4% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists



Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.