

24 November 2021

Dear Applicant

Re Interim Director of Finance (part time equivalent to 3 days a week) £58,000 - £62,000 per annum pro rata

Thank you for your interest in this important role within The Corinium Education Trust required for an interim period of up to 12 months, initially from January 2022 or as soon as possible thereafter.

We are seeking an Interim Director of Finance with ambition and drive, who is fully qualified (ACA, ACCA, CIMA or CIPFA) and who shares The Corinium Education Trust's values and passion for improving the learning and life chances of children and young people in the South Cotswolds to help us through a period of transformation. A copy of the job description and person specification are attached.

This is an important appointment in the next stage of our growth plan and one which will have significant influence on the further development of our mixed multi-academy trust. The Corinium Education Trust currently comprises of four schools: Cirencester Deer Park School, an 11-16 comprehensive school, Chesterton and Kemble Primary Schools and Siddington C of E Primary School. We will be opening a new three form entry primary school in 2024 to serve The Steadings, a new residential development in Cirencester. For more information about the work of the Trust please see The Corinium Education Trust's website at www.coriniumeducationtrust.net

Our Interim Director of Finance will work closely with me, as Chief Executive, and our Interim Business and Operations Manager to help us take the Trust forward as we grow to 7-10 schools over the next 3 years. The successful candidate will provide clear financial and commercial strategy and direction for The Corinium Education Trust and will need to be fully aware of all funding and legislative changes that apply to the education sector and be able to advise the Trust Board on strategic financial information to enable us to make informed decisions.

The postholder will be responsible for managing all budgeting and accounting activity and the operational line management of our finance team, ensuring all systems are updated and reporting is timely and in line with required annual returns. In addition, the successful candidate will coordinate the work of the external auditor and prepare and submit audited, statutory, consolidated accounts.

This is a post that will change over time and has the potential to become permanent; the post holder will be responsive and proactive in the context of our strategic priorities. The ideal candidate will be commercially astute and have excellent communication and negotiation skills. We are looking for someone who is adept at building strong, positive relationships with a variety of stakeholders and who can foster respect and trust easily.

If, having read the job description, you are interested in this interim post and feel you fulfil the person specification, we would be delighted to receive an application from you. I ask you to complete our application form and to amplify the following aspects of your experience in a covering letter of application:

- Your training and qualifications and how your career to date has prepared you for this post within our multi-academy trust;
- Your leadership style, contribution to strategic and operational team work and how you work with others and support their professional development;
- Examples of where and how you have reviewed, enhanced or developed financial systems and operational delivery and the impact your actions have on your current organisation;
- Your ambition for The Corinium Education Trust and how you hope to contribute to our further growth and development.



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Your letter of application should be no longer than 2 sides of A4. It can be returned together with your completed application form by email to my PA, Allison Boucher to A.Boucher@deerparkschool.net or in hard copy addressed to Chiquita Henson, Chief Executive at the address below.

The deadline for applications is **9.00am on Monday 6 December 2021** and interviews are provisionally scheduled to take place in the week beginning Monday 13 December 2021.

The Corinium Education Trust is committed to the safeguarding of our pupils, and employment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service and receipt of satisfactory references.

I hope that having read the information, you will feel excited and inspired to take your interest further and submit your application. Please do not hesitate to contact me by telephone via my PA on 01285 646558 or by email to C.Henson@coriniumeducationtrust.net if you have any questions or would like to take up the offer of an informal discussion about the post before applying.

Yours sincerely

Chiquita Henson
Chief Executive