

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Chief Financial Officer
Line Management:	CEO

Key Functional Relationships

- Principals/Headteachers
- Trust/LGB Board
- Executive Assistant
- HR & Payroll
- All teaching, support and administration staff
- Pupils & parents
- DfE / ESFA
- External bodies & other stakeholders

Core Purpose

- To lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively
- To have oversight of all the Trust finance departments (As the Trust's Chief Financial Officer)
- Keeping the CEO and the Board up to date with the latest Education Skills Funding Agency changes and other statutory guidance and providing briefings
- To carry out financial processes for the Trust and all Academies/Schools in line with ESFA Financial Regulations (with the assistance from the Trust appointed accountants/auditors - where necessary)
- To monitor income and expenditure (Cashflow) for across the whole Trust and prepare any necessary reports for the CEO /Trust Board
- To deal with financial enquiries that cannot be dealt with by the Finance Assistant or the general school office
- To prepare monthly management reports for the CEO & Chair of the Trust Board, twice termly reports for the Trust Finance Board (Finance and Audit Committee) and termly Local Governing Body meetings
- To carry out various daily financial routines within the Finance Department and ensure compliance with the academy's systems and procedures are followed
- To provide support as relevant to the CEO/Principals & Head Teachers
- To provide consistent and accurate reporting in an appropriate and timely manner as required

Role Responsibilities:

Financial

- To follow and review the Trust's financial systems and processes and oversee all aspects of the Trust finances in accordance with agreed policies (e.g., Finance Manual) and ESFA financial

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timetable; to ensure accurate financial records are maintained and effective systems of internal control

- To ensure that all financial transactions across the Trust are carried out in an appropriate timely manner and that the financial regulations of the Trust are observed
- To produce monthly management reports, direct from the Trust accounting system to the CEO/Principal/Chair of Trust Board
- Checking all month end procedures have been actioned against month-end checklist
- Maintaining a strategic 3 to 5 year financial plan for the Trust
- Including Annual Academies, School & Trust budgets for approval by the CEO/Trust Board. 3-5 year budgets are prepared using Access software
- Responsible for ensuring all forms and returns requested by the ESFA and the Trust Board are prepared and submitted in the formats specified by the ESFA/DfE and filed by the relevant filing deadline E.g., BFOR, BFR, AAR
- Upload the original Budget & subsequent revisions onto PSF once approved by the Trust Board for effective monitoring
- To closely monitor all budgets across the Trust to ensure that expenditure stays within agreed budgeted figures bringing to the attention of the CEO any potential over-spend across the Trust in advance
- Responsible for managing the Trust's finance system (PS Financials - PSF) and give guidance to others finance staff in the Trust
- To support staff responsible for delegated budgets, providing budget reports (as specified by the CEO) on specific costings to enable them to monitor budgets
- To oversee and ensure purchase orders have been authorised and approved in accordance with the Trust 's Finance policy
- Check and authorise BACS runs (prepared by finance team) ensuring PO's, invoices and goods received notes have been appropriately authorized/input
- Check or undertake bank reconciliation on a monthly basis, ensuring that all direct debits, BACS credits and transfers are recorded appropriately on PSF and print for CEO/Principal authorisation/signature.
- Prepare ad hoc financial reports from PSF as requested by CEO/ Executive Assistant
- Work with Schools HR personnel and external payroll providers to ensure correct salary payments are made, based on budgets, staff annual salary assessments
- Deal with ad hoc payroll/PAYE/NIC issues (e.gg., P11D's, HMRC)
- To be the lead point of contact for the Trust's Accountants/Auditors and the Trust's Internal Auditors
- Prepare all relevant documentation for Year End i.e.: Accruals, Pre-Payment, Grant balances for External Auditors etc
- To monitor income and expenditure for PPG and PE Sports Grant Funding, any other grants and ensure external reporting requirements are adhered to
- To check all academies in the Trust follow the same system and procedures for recording school income, trips journey, lettings & meal income is accurately recorded for banking and corresponds with bank entries - sign off monthly as checks have been carried out
- To monitor aged-debtors and assist team in escalation of debt recovery

General

- To support, promote and encourage academy activities.
- To maintain a continuing commitment to professional development by undergoing appropriate training.
- To ensure that ICT is fully integrated into all aspects of the Job Description.
- Contribute to the overall ethos/work/aims of the academy and to be aware of and support diversity and ensure equal opportunities for all.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required and to be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate.
- Comply with and assist with the development of policies and procedures relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake all other duties commensurate with the level of the post as required

Shared Responsibilities:

With the Finance team and other members of staff

- To support promote and encourage school activities.
- To maintain a continuing commitment to professional development by undergoing appropriate training (as and when required)
- Contribute to the overall ethos/work/aims of the academy and to be aware of and support diversity and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required and to be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate
- To comply with and assist in the development of the Trust finance policies and procedures
- To comply with the Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To uphold personal standards in public
- To be aware of adhere to and promote policies and procedures and ensure you are responsible for ensuring that you and other staff adhere to updates and amendments
- To undertake your professional requirements relating to training by taking initiative and making appropriate requests for specific and relevant training to ensure and sustain appropriate levels of expertise and commensurate competencies

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Person Specification

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Job Title:	Chief Financial Officer
Line Management:	CEO
Qualification and Experience	Evidence
<ul style="list-style-type: none">• Evidence of regular and appropriate professional development• A good standard of education including an A level or equivalent in English & Maths or a business-related subject• A professional accounting qualification (AAT or equivalent) or a willingness to study for the same would be desirable but not necessary, experience in a similar role would be acceptable• Academies financial accounting knowledge	A good standard of education for example A level or equivalent
The Candidate should be able to demonstrate their ability in	
<ul style="list-style-type: none">• Collaborative and flexible working• Planning, development and monitoring the academy financial position• Planning strategically and operationally• Effective management, decision making and organisational skills, including:• Communication skills (oral and written)• Consultation and negotiation skills• Ability to motivate colleagues• Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the academy community and partners• Active and effective internal academy liaison work, including the promotion and development of team working• To plan and make decisions that take full account of equal opportunities <p>Performance review: a sharp focus on self evaluation, with particular regard to best value, revenue streams and maximising efficiency</p>	

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The Candidate should be able to demonstrate their knowledge, experience and understanding of	
<p>Shaping the future</p> <ul style="list-style-type: none"> • Local, national and global trends in education • Communication strategies both within and beyond the academy • New technologies, their use and impact 	
<p>Leading financial best practice</p> <ul style="list-style-type: none"> • A detailed knowledge of sound financial practice, procedures and systems within Multi Academy Trust • Significant experience of working in a Finance environment • Ability to manage own workload • Ability to demonstrate a high level of accountancy package & spreadsheet skills • Ability to work on own initiative, referring to line manager on particular problems • Maintain appropriate levels of confidentiality with regards to school business 	
<p>Developing self and others</p> <ul style="list-style-type: none"> • Strong evidence of continuous and on-going professional development and recent and relevant training. 	
<p>Strengthening community</p> <ul style="list-style-type: none"> • A commitment to be fully involved in the extra-curricular life of the Trust • To promote the academy and the Trust as a whole 	
<p>Safeguarding and promoting the welfare of children</p> <ul style="list-style-type: none"> • Safeguarding issues and current legislation <p>Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Excellent communication skills • Awareness about the recent trends in teaching and education • Honest, responsible and organised • Ability to work under pressure and to deadlines • Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication • Build trusting relationships by acting with integrity, courtesy, and 	

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<p>responsibility, even in the face of stress or demanding workplace conditions</p> <ul style="list-style-type: none">• Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility• Meet all required standards of confidentiality, health and safety and safeguarding.• To uphold personal standards in public	
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