

Chief Financial Officer (CFO)

Job Description

Work with the Executive Headteacher Team and the Trustees as required to support the aims and objectives of Steel River Academy Trust

Main Duties

- Process tax returns and all EFSA (Education Funding Standards Agency) reporting.
- Support all academies within the Trust, including further growth in the MAT.
- Work flexibly to meet the needs of the academies and the Trust.
- Know and comply with national directions from the DfES and EFSA as well as academy protocols and any other national requirements e.g.: data protection changes.
- Be responsible for developing and training Academy Business Managers and Office Managers where needed in processes and procedures.
- Manage and maintain financial procedures and processes and maintain timely accounts for the Trust, support the incoming new academies and oversee the Trust Business Managers processes.
- Work with the Academy Business Managers to quality assure Trust expectations and procedures within each academy, including the sharing of statutory information on websites.
- Uphold good governance, accounting practices and reporting.
- Ensure internal controls and trust wide Quality Assurance systems, including key Performance Indicators are used diligently across the Trust.
- Maintain transparent recording suitable for health and safety, financial, data protection and audit and other inspection frameworks.
- Work with auditors to quality assure processes.
- Establish best value for money service level agreements (SLAs) to deliver Trust services in the areas such as (but not limited to):
 1. Insurance
 2. Facilities Management
 3. Payroll
 4. Income generation
 5. Purchasing
 6. Savings
 7. Human Resources
 8. Health & Safety
 9. Management information systems
 10. Governance
- Lead on procurement of tenders and contracts.
- Report to the Trust Board: compile, report and present at meetings. Liaise with and support the clerk to contribute to effective governance.

- Develop processes and check lists for all involved in report preparation for timely delivery to the Trust Board.
- Assist and support Head Teachers, Academy Business Managers and the CEO in setting and managing budgets, linked to the Trust Improvement Plan and local priorities.
- Research and source various funding streams in liaison with the CEO and the School Business Managers.

Be responsible for setting the 3-5 year financial plan and predicting funding calculations by having a local, regional and national knowledge.

General Responsibilities

- Represent and promote the Trusts values, internally and externally.
- Deliver day to day duties consistently with the agreed service level and within the Trusts ethos.
- Act as champion for improvement, constantly seeking to enhance quality of systems and processes.
- Development and implementation of new IT systems across the Trust.
- Actively promote and act in line with Trust policies and behaviours.
- Have a practical and professional commitment to actively contributing to improving standard, provision and outcomes for pupils.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Any other duties consistent with the grading of the post that is deemed necessary and as directed by the CEO.

This is a Trust wide role and will be expected to work flexibly across all academies within the Trust.

There will be a requirement to travel the short distance between academies within the Trust from wherever the role is based.

Person Specification

Qualifications	
Relevant formal qualification e.g. in accountancy or business management	E
Graduate or equivalent	D
Successful Experience	
A minimum of 5 years experience in financial, business and/or premises management	D
Working with school governors or other boards of Directors	E
Experience of driving through organisational change of professional functions and support teams. Experience of developing effective administrative systems and procedures. Experience of developing shared services.	E
Financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of bodies	E
Providing professional advice in the areas covered by the post's responsibilities, and experience of building trust and confidence with various stakeholders and providers	E
Building effective, productive and relevant working relationships, both internally and externally, with a diverse range of senior stakeholders.	E
SIMS personnel or similar MIS financial systems	E
Premises management	E
Procurement of tenders and contracts	E
Knowledge, Skills and Abilities	
Operational management skills and the development of	E
Ability to lead and manage teams effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality and delivery of outcomes	E
Ability to manage own work load and demonstrate sophisticated organisational skills	E
Ability to take a problem solving approach to work and tasks and come up with well thought through, valid and financially sound solutions	E
Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner	E
Successful management and participation in the formulation of corporate objectives and strategies within a multi-discipline organisation	D
Successful education/training record in relevant finance matters	E
Excellent skills in IT administration systems and accounting software	E
Good understanding of school frameworks and funding arrangements	E
Preparation of budget plans with fully profiled salaries and other costs, long term budgets, organisation priorities and factors affecting funding and income	E
Management of budgets and maintain accurate financial information to facilitate effective monitoring to achieve the aims of the organisation	E
Presentation of complex financial data to the Trust Board	E
Identify and highlight own development needs to ensure they are met	E
Communicate effectively with a variety of stakeholders	E
Excellent knowledge of policy and practice regarding financial management, Health and safety and Safeguarding	E
Understand and work within the confidentiality requirements of the post and in line with any data protection legislation	E
Codes	
E = Essential D= Desirable	