

CHIEF FINANCIAL OFFICER – JOB AND PERSON SPECIFICATION

Role Summary

- To be responsible for the financial sustainability and development of Schoolsworks Academy Trust (The Trust)
- To provide high quality leadership and management of the Trust's finance and business functions to enable the Trust to run smoothly, efficiently and effectively in the delivery of The Trust's core aims
- 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

Key Responsibilities

1. Maintaining a secure overview of the management of all financial issues within each of Schoolsworks' academy schools
2. Keeping the CEO and the Board up to date with the latest Education Funding Agency (EFA) changes and other statutory guidance and providing filtered briefings
3. Ensuring the financial sustainability of The Trust
4. Advising the CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of The Trust and on strategic matters, within the framework for financial control determined by the Board
5. Upholding good governance and ethical behaviour including good accounting practices in the finance function and ensure The Trust upholds good accounting, reporting and internal control systems.
6. Maintaining effective systems of internal audit control;
7. Reviewing Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, EFA, DfE, HMRC, Charity Commission and Companies Acts.
8. Providing efficient financial assistance to the CEO, the Board and headteachers regarding all aspects of financial management within The Trust.
9. Ensuring all forms and returns required by the EFA and Schoolsworks' Board are prepared and submitted in the formats specified by the EFA/DfE and filed by the relevant filing deadline
10. Writing the Annual Report and preparing the consolidated financial

CFO Job Spec

statements in the statutory format specified by the EFA, Companies Acts and Charity Commission for auditing by the external auditors. Arranging a timeline and detailed checklist of work to be done in house and by the external auditors to ensure the audited statutory accounts are filed with the EFA by 31st December

11. Reviewing the quarterly, monthly and ad-hoc management accounts prepared by the Trust's School Business Managers as required
12. Maintaining a strategic financial plan including a 5 year budget plan for the organisation
13. Advising the CEO and the Board if fraudulent activities are suspected or uncovered
14. Helping to maintain Schoolsworks Risk Register
15. Liaising with external regulators such as the EFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required
16. Developing checklists for month-end reports to ensure that reports are prepared on a reliable and consistent basis
17. Developing and maintaining the in-house Finance Manual that sets out The Trust's operational procedures governing The Trust, combining best practice with the latest Accounts Direction issued by the EFA.
18. Assisting the headteachers in setting and managing their school's budgets together with setting The Trust's budget, thereby enabling The Trust's schools to deliver the curriculum in a cost-effective manner
19. Providing support and guidance to The Trust's School Business Managers
20. Cooperating with, initiating and managing audit procedures
21. Liaising with the company accountants and The Trust's local audit officers
22. Attending relevant committee meetings (Finance, Audit, OpExec, Board) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated
23. Supporting or leading financial and operational risk assessments and assistance with implementation of appropriate safeguards.
24. Receiving, analysing and interpreting financial reports, communicating findings in a simplified manner when necessary.
25. Researching, leading and advising the CEO and Heads on additional funding, revenue/income opportunities and additional business opportunities..

- 26. Preparing appropriate bids or tender documents to acquire identified additional funds or grants (responsibilities are developed collectively)
- 27. Executing the generic duties of a senior leader
- 28. Performing other ad hoc duties and assignments as may be determined by the CEO and the Board

Specific Areas of Responsibility

Budgets/Budgetary Control

- 29. Overseeing the preparations of an annual draft budget plan for each academy school for consideration by the Finance Committee and the Board of Directors before the start of each relevant financial year
- 30. Monitoring expenditure and reporting to the CEO regarding income and cash flow against the approved budget and submitting reports on each academy schools' financial position to each meeting of the Finance Committee
- 31. Approving virements within the delegated financial limits for Schoolsworks core operations and reporting such approvals to the Finance Committee
- 32. Reviewing any virements required for any academy school's budgets and recommending these to the CEO and Board for approval if appropriate
- 33. Ensuring compliance with PAYE, NI, VAT and other relevant legislation

Internal Audit

- 34. Maintaining and resourcing an effective internal audit function or equivalent
- 35. Producing internal termly audit reports for each academy school in the Trust, together with any recommendations for improvement
- 36. Ensuring internal reports are shared with the CEO, headteacher and Finance Committee

Purchasing

- 37. Maintaining an overview of all the Trust's academy schools and providing best value options for key purchases
- 38. Overseeing tenders for service contracts and cost effectiveness

39. Providing guidance to the Trust's School Business Managers and the CEO over retention of quotes obtained for goods, works and services and other associated documentation such as minutes of meetings, recording of decisions and reports

Payroll and Personnel

40. Developing and evaluating an in-house Schoolsworks payroll service (once a decision is taken to make this an in-house service)
41. Ensuring the monthly payroll is checked, and certified by the Trust's academy schools' headteachers
42. Comparing actual payroll costs each month to budgeted costs and such reports to be passed to the CEO and retained for future audit purpose

Development

43. Working with headteachers and school business managers to identify sources of additional funding to support the Trust's programmes and development

Generic Responsibilities

44. Representing and promoting the Trust's values internally and externally
45. Delivering day-to-day duties consistently with the agreed service level
46. Acting as a champion for change and improvement, constantly enhancing quality
47. Actively promoting and acting, at all times, in accordance with Trust's policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
48. Making a commitment and contribution to improving standards for pupils, as appropriate
49. Contributing to the maintenance of a caring and stimulating environment for pupils
50. Undertaking other duties commensurate with the job level

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

Terms of Employment

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

Hours of Work

Working hours are usually between 8.00am and 5.00pm and you will normally be required to work between these hours as arranged with the CEO.

Special Arrangements

The post holder may be required to work outside of normal working hours on occasion, with due notice.

| Person Specification – Chief Financial Officer | | |
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| | Essential/ Desirable | How assessed* |
| QUALIFICATIONS | | |
| Qualified to degree level | D | AF/Cert |
| Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent) | E | AF/Cert |
| KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/ CURRENT) | | |
| Significant post qualifying experience and in depth professional knowledge acquired through experience. | E | AF/IV |
| Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks. | E | AF/IV |
| Familiarity of financial processes and procedures. | E | AF/IV |
| Experience of effectively managing a team. | E | AF/IV |
| In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies. | D | AF/IV |
| High level of IT competence, literacy and numeracy skills | E | AF/IV |
| Experience of using and supporting others in the use of financial software packages, including a working knowledge of PS Financials and HSSC | D | AF/IV |
| PERSONAL AND PROFESSIONAL QUALITIES | | |
| Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently. | E | AF/IV |
| Excellent skills in strategic planning and strategic | E | AF/IV |

CFO Job Spec

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| management of financial resources. | | |
| Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems. | E | AF/IV |
| Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options. | E | AF/IV |
| Capacity to work under pressure to meet deadlines and organisational priorities. | E | AF/IV |
| Good leadership skills and ability to inspire and challenge colleagues | E | AF/IV |
| Commitment to staff's and own personal development. | E | AF/IV |
| Flexible in terms of working patterns and evolution of the role | E | |
| Team-player, personable, emotionally intelligent with a sense of humour | D | |
| | | |
| Other | | |
| Driving licence and own transport | E | AF/IV |

***Key to how skills are assessed: AF = Skill assessed via application form. IV = Skill assessed via interview. AT = Skill assessed via test/work-related task . Cert = Certificate checked at interview.**

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed: _____ Date: _____

Please sign and return one copy of the Job Description.