### ACHIE EMENT THROUGH COLLABORATION Multi Academy Trust

# **Recruitment Pack**

**Chief Financial Officer** 



# A WELCOME FROM THE CEO OF THE ATC MULTI ACADEMY TRUST

Bowland High and Witton Park Academy worked together from the Autumn of 2015 to form a multi-academy trust (MAT). We felt that working in collaboration was more beneficial to our pupils, parents and staff than competing with other local schools.

The Trust – Achievement through Collaboration (AtC) was formed in 2016. Since this time we have developed the expertise of staff building up 13 Specialist Leaders of Education, one Local Leader of Education and one National Leader of Governance. Much work has been completed to set up systems that gain benefit from being part of a larger organisation.

Roseacre Primary Academy joined our Trust in December 2018 becoming the first primary school in AtC. Thames Primary Academy also joined AtC on 1 September 2020 following the development of a strong partnership. Working with Roseacre and Thames has improved the expertise within our schools, giving greater depth to understanding the demands of the curriculum, especially on transition between primary and secondary school.

Professional development programmes that bring together school leaders increase collaboration between our schools and have a positive impact on workload. We are an optimistic organisation, we embrace innovation and grasp opportunities that benefit our pupils.

Executive and senior leadership development programmes have added depth to our understanding of the education sector, greater expertise and contributed to succession planning in our schools. All four Headteachers have come from within our schools. AtC has invested in staff to build capacity to support other schools in challenging circumstances and we now are actively looking to grow further.

If you are interested in joining one of our schools as a member of staff or your school joining our Trust, we look forward to hearing from you.

Jane Chambers CEO ACHIEVEMENT THROUGH COLLABORATION Multi Academy Trust

# **INFORMATION FOR CANDIDATES**



Achievement through Collaboration is a strong Trust of four great schools that serve very diverse communities.

The Trust was initially formed as a partnership between school leaders from Bowland High and Witton Park who shared similar ethos and values; a strong sense of the importance of social justice underpins the work of the Trust.

The current wording of the Trusts ethos and values are very closely associated with one of the founding schools. As the Trust has grown, whilst our desire to put children first and at the heart of everything we do remains unchanged, we recognise that the wording of our vision, mission and values needs to more fully reflect what we aim to achieve with wider collaboration.

Our website is currently being redesigned to reflect the following mission.

**At ATC we Achieve** - we ensure all children have the knowledge, skills and character to shape future success for themselves and their world.

- Achievement means we place value on fully developing each child's potential, recognising and valuing all learning. We are inclusive and strive for equity for every child.
- Achievement means that our pupils, enabled through powerful knowledge and empowered through transformational competencies, are equipped to overcome any barrier to a successful future.
- Achievement means our pupils are prepared for life in modern Britain, that they lead fulfilling lives and remain lifelong learners

**At ATC we Belong** - we are individual schools united through common purpose and shared values.

- Valuing the identities, heritage and cultures of each of our children, adults and schools builds a culture of belonging where individuals and groups flourish and contribute to each other's successful future.
- Our values and purpose, codify how we work together. They ensure that schools retain the individuality to serve their different communities whilst also demonstrating that they work in trust with the other members of Achievement through Collaboration.
- Those who lead and govern communicate the Trust's values and purpose through their service to schools and their communities. Their behavioural norms define what it is to belong to Achievement through Collaboration.

**At ATC we Collaborate** - we share good practice, support schools and provide opportunities for children, staff and our communities.

- Collaboration is built upon nurturing, respectful relationships with each other and the environment that puts children first; every child no matter what background, no matter what barriers.
- Through collaboration we mobilise the best research and evidence to focus relentlessly on knowledge-building so that every staff member in every school is as good as they can be in what they do and how they do it.
- Effective collaboration draws upon the diversity within the trust to overcome the barriers of bias, stereotype and discrimination, building cohesive communities

# **INFORMATION FOR CANDIDATES**



### **Our Values**

All members of Atc are expected to display our values. Our values are the golden thread woven through our service to our pupils, our communities and each other.



All staff at Achievement through collaboration Trust act with **respect** and **integrity**; they take their duty to serve their schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.

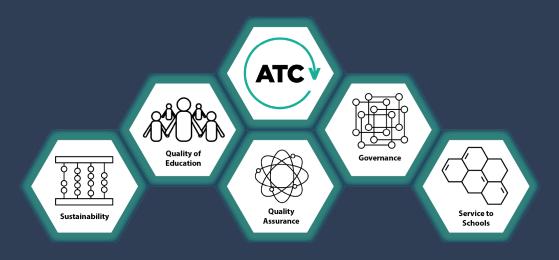
**Innovation** and **aspiration** inform our constant drive to improve; our staff are forward thinking and courageous, they have high ambitions for our pupils and are **resilient** in overcoming any barriers that may prevent those ambitions from being met.

**Nurturing** relationships enable and empower our staff to be tenacious in ensuring equity for all.

### Our Strategic Plan

The objectives of our strategic plan encompass our following strategies:

- Quality of Education
- Governance
- Service to School
- Quality Assurance
- Sustainability



Grade/Salary Scale: Reporting to: Start date: Contract: £52,000 to £68,000 per year - FTE (Full time equivalent) Chief Executive Officer (CEO) As soon as possible Permanent, 0.5 to be worked flexibly across the week according to the demands of the Trust's financial planning calendar.

### Job Purpose:

The CFO sets annual budgets and long term forward planning in line with AtC's funding allocation. The role holds school leaders accountable for financial decision making related to the GAG, curriculum design, staffing allocations and procurement of goods and services, in addition to being responsible for statutory returns to DfE/ESFA/Companies House ensuring the trust remains compliant with the Academies Financial Handbook, Companies House, the Charities Commission and other relevant statutory and regulatory requirements.

Working in conjunction with the executive team and school leaders the CFO through their leadership:

- ensures the Trust's resources enable its pupils, staff and schools to achieve excellent outcomes
- develops a culture of belonging where all stakeholders are united through common purpose and shared values
- through respectful relationships identifies and shares good practice
- ensures monthly accounting and internal controls are accurate and used effectively to remain with agreed limits.
- is responsible for budget monitoring returns to the ESFA in a timely manner and all aspects of the Academies' Financial Handbook reasonably expected of the chief financial officer.
- has strategic responsibility for the procurement and management of resources within the Trust;

### The specific purpose of this job is to:

- Provide professional management and leadership of financial services for AtC.
- Ensure the provision of consolidated financial reporting to enable the Trust to achieve its objectives through the effective and efficient management of financial resources.
- Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Trust and Academies Handbook.
- Have effective responsibility for the following:
  - > Financial statements
  - > Management accounts
  - > Financial compliance
  - Budget preparation
  - Financial reporting
  - Audit services
  - $\rightarrow$  Financial systems and processes
- Oversee the financial management in each school
- Prepare and present school and Trust level reports on the financial position to schools, CEO and AtC board.
- Oversee externally contracted services. Ensure best value and quality of service, leading on tendering processes when necessary.
- Ensure best-value within budgets for all goods and services procured
- Analyse and evaluate staff structures on a regular basis to maximise efficiency and effectiveness.
- Working with the schools, oversee the organisational risk register and act as Data Protection Lead

### **Financial Management:**

- Ensure the Trust has appropriate financial systems in place to manage to ensure accurate financial records are maintained and reported to the DfE, ESFA, Companies House and the Charities Commission.
- Oversee the preparation of the year end statutory accounts and the audit file for the year-end audit of the Trust accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE and HMRC guidelines.
- Develop a three year financial plan and agree annual budgets with CEO and Headteachers, ensuring they adhere to agreed Trust parameters and are presented to Trustees and LGBs appropriately for scrutiny and approval.
- Devise appropriate accounting procedures to control, monitor and disburse each school's budget, including routine financial arrangements.
- Work with finance administrative personnel to ensure the production of monthly/ quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trustees/LGBs as appropriate.
- Support and challenge the CEO and Trustees in the review systems and structures within the Trust to ensure value for money and efficiency in all operations.
- Ensure timely and effective financial information for Trustees and provide general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy.
- Research and bid for additional funding to DfE and other sources 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 preparation and submission the necessary documentation for the recovery of VAT

### **Audit Services:**

- Advise the Chief Executive and the Board on external and internal audit arrangements, as required by financial regulations and memoranda.
- Liaise with auditors and facilitate all audit arrangements
- Implement audit requirements, as they affect all financial activities in the Trust.

#### **Contract Management**

- Manage the effective purchasing and procurement of services for the MAT, all to be
  procured in line with DfE guidance with a view to cost effectiveness and value for money.
- Ensure best-value within Trust wide budgets for buildings, power, water, rates, furniture, furnishings, all contracts, insurance and grounds maintenance.

### **Business Planning**

- To manage special projects as required, particularly those concerned with income generation and to write bids for funding as required.
- With the CEO, ensure there are appropriate risk management systems in place for the Trust and its academies for all financial and business risks.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The description reflects the position at the present time only and may be modified by the CEO, in consultation with the CFO, to reflect or anticipate changes in the job, commensurate with the salary and job title. A flexible working pattern is needed to ensure that all relevant functions are fulfilled. The CFO role involves work on different sites and attendance at board and committee meetings, including some Local Governing Body Meetings.

SAMSUNG

# **PERSON SPECIFICATION:** Chief Financial Officer (CFO)

### **Qualifications:**

### **Essential:**

Qualified to degree level

### Desirable:

- Professional Accountancy qualification e.g. CIMA, ACCA, CIPFA, MAAT or equivalent.
- Significant qualifying experience and in depth professional knowledge acquired through experience.

### Knowledge, Skills and Experience

### **Essential**:

- Proven track record of successful financial leadership and building effective teams.
- Experience of leading and managing budgets, and working with stakeholders to develop strong financial understanding and empathy across the organisation.
- High level of IT competence, literacy and numeracy skills

### Desirable:

- In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.
- Experience of using and supporting others in the use of financial software package, including a working knowledge of Access
- Experience of working with Trustees, governors or similar stakeholder

### Personal and Professional Qualities

### **Essential:**

- Ability to interpret complex financial information, advice, and statute and devise policy/ practice in light of these.
- Highly effective communication skills and ability to influence and negotiate effectively.
- Excellent skills in strategic planning and management of financial resources
- Strong decision making skills with the ability to make decisions and recommendations based upon the analysis of options
- A commitment of the ethos of the Trust with the capacity to an ability to present the Trust in an positive and compelling manner.
- Capacity to prioritise workload to meet deadlines and organisational priorities
- Driving licence and own transport

## **HOW TO APPLY**

If you decide to apply for this position please click on the following link which will take you to our Trust vacancy site where you must create a profile in order to apply for the job - you may find it easier to attach to your CV to your profile so the system prefills the information required.



CLICK HERE TO APPLY NOW

To apply please visit: https://atctrust.face-ed.co.uk/vacancies

If you would like to enquire about the role please contact: Jane Chambers at: <u>JChambers@atctrust.org.uk</u>

Please note, it is the policy of AtC Trust to contact shortlisted candidates only.

### **Key Dates**

Closing Date: Monday 5th December 2022, 9:30am Interviews: Monday 12th December 2022

### **Trust Head Office**

Suite 13 The Beehive Lions Drive Shadsworth Business Park Blackburn BB1 2QS Email: info@atctrust.org.uk

### **Additional Information**

Ofsted Reports: www.ofsted.gov.uk Achievement Through Collaboration Trust: www.atctrust.org.uk

## ABOUT ACHIEVEMENT THROUGH COLLABORATION MULTI-ACADEMY TRUST

Our approach is based on integrity, avoiding the common pitfalls and prioritising the needs of the pupils in every member academy and the communities we serve. We aim to empower our member schools with earned autonomy – giving Governors and school leaders the support they require to shape their school, whilst standards remain high. We share proven methods amongst our members, and provide support when standards fall below the thresholds set. Our focus always remains on the well-being of every pupil, and their contribution to the community. We will help you to develop the full potential of your pupils and staff, and create a unique pupil offer with local relevance.

#### **Bowland High**

Bowland is a unique school and a number of factors combine to make it so. Visitors to the school cannot fail to be impressed by the attitudes of our pupils. The friendly and supportive atmosphere in school is, to a large degree, due to the friendly, positive nature of the pupils.

### **Roseacre Primary Academy**

Roseacre Primary Academy foster a shared vision of "Excellence for All – Excellence from All", encouraging every child and adult to give their best and to expect the best in return. The ethos of the academy is evident as you walk around the school, take in the displays, soak up the atmosphere and speak to children and staff.

### **Thames Primary Academy & Nursery**

Thames Primary Academy take pride in developing outstanding teaching and learning by holding the highest expectations of all pupils and knowing the children well. Thames Primary challenge all children to strive for academic, creative, sporting and personal accomplishment within a broad, vibrant and enriched curriculum.

### Witton Park Academy

Witton Park is for children aged 11–16. It is within the boundary of Witton Country Park, to the west of Blackburn. Our ultramodern school building allows our pupils to flourish.





**AtC Trust** 

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